

# Account Statement Reconciliation Confirmation

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company Name]

[Insert Company Address]

Subject: Confirmation of Account Statement Reconciliation

Dear [Recipient's Name],

This letter serves to confirm the reconciliation of our account statement for the period ending [Insert Date].

After reviewing the transactions and balances, we confirm that the records are accurate and reconciled as follows:

- Opening Balance: [Insert Amount]
- Total Debits: [Insert Amount]
- Total Credits: [Insert Amount]
- Closing Balance: [Insert Amount]

If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]