

Account Statement Reconciliation Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the reconciliation of the account statements for [insert relevant period]. It has come to our attention that there are discrepancies in the account balances that need to be addressed.

We have reviewed the statements from our end and found the following inconsistencies:

- [Insert Discrepancy 1]
- [Insert Discrepancy 2]
- [Insert Discrepancy 3]

We would appreciate your prompt attention to this matter. Please provide us with the necessary documentation or clarification regarding these discrepancies. Our goal is to ensure that our records align and to maintain a transparent and effective partnership.

Thank you for your cooperation. We look forward to your swift response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]