

Account Statement Reconciliation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request assistance regarding discrepancies I have noticed in my recent account statements dated [insert statement dates].

Upon reviewing my records, it appears that there are some transactions that do not align with my understanding of my account activity. Specifically, I would like to inquire about the following transactions:

- Transaction Date: [insert date] - Amount: [insert amount]
- Transaction Date: [insert date] - Amount: [insert amount]
- Transaction Date: [insert date] - Amount: [insert amount]

Could you please provide clarification on these transactions at your earliest convenience? If possible, I would appreciate any documentation that might assist in reconciling my account.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]