

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Account Statement Reconciliation Issue

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention an issue we have encountered with our recent account statement reconciliation for the period of [Insert Date Range].

Upon reviewing the statements, we have identified discrepancies between our records and the account statements provided. Specifically, [briefly describe the discrepancies, e.g., missing transactions, incorrect amounts, etc.].

We kindly request your assistance in resolving this matter at your earliest convenience. Please find attached copies of our records for your review. I would appreciate it if you could investigate this issue and provide us with an updated account statement or any necessary clarifications.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]