

# Account Statement Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reconciliation of my account statement for the period of [Insert Period]. I have noticed some discrepancies that I would like to address to ensure accurate records on both sides.

For your reference, my account number is [Insert Account Number]. The specific transactions in question are as follows:

- [Transaction Date] - [Description of Transaction] - [Amount]
- [Transaction Date] - [Description of Transaction] - [Amount]

Please find attached relevant documents that support my request. I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]