

Bank Account Reconciliation Statement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Auditor's Name]

[Auditor's Firm Name]

[Firm Address]

[City, State, Zip Code]

Subject: Bank Account Reconciliation Statement for Annual Audit

Dear [Auditor's Name],

We are pleased to provide the bank account reconciliation statement for the period ending [Insert Date] in preparation for our annual audit.

Bank Account Information:

Bank Name: [Insert Bank Name]

Account Number: [Insert Account Number]

As of [Insert Date], the following details summarize our bank account reconciliation:

Description	Amount
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Bank Balance as per Statement	#[Insert Amount]
Add: Deposits in Transit	#[Insert Amount]
Less: Outstanding Checks	(\$[Insert Amount])
Adjusted Bank Balance	#[Insert Amount]

We confirm that all transactions have been accurately recorded and reconciled against the bank statement. We appreciate your assistance in the audit process.

Thank you,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]