

Bank Account Reconciliation Statement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Account Number: [Your Account Number]

Dear [Recipient's Name],

I am writing to provide you with a reconciliation statement for our bank account for the period ending [Insert End Date]. This statement is part of our ongoing financial planning process.

Summary of Reconciliation

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

Conclusion

Please review the above information and let me know if there are any discrepancies or if further details are required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]