

Bank Account Reconciliation Statement

Date: [Insert Date]

To: [Insert Nonprofit Organization Name]

Address: [Insert Address]

Dear [Insert Recipient's Name],

We are pleased to present the reconciliation statement for the bank account associated with [Insert Nonprofit Organization Name] for the period ending [Insert End Date]. This statement outlines the balance discrepancies between your records and the bank's records to ensure accurate financial tracking.

Account Details

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

Bank Name: [Insert Bank Name]

Account Summary

Description	Amount
Bank Balance as per Statement	[Insert Bank Balance]
Less: Outstanding Checks	[Insert Amount]
Add: Deposits in Transit	[Insert Amount]
Adjusted Balance	[Insert Adjusted Balance]

We recommend that you review this reconciliation statement carefully. If you have any questions or require further clarification, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]