

Bank Account Reconciliation Statement

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We are writing to provide you with the bank account reconciliation statement for our partnership for the period ending [Insert Period End Date]. Below, you will find the details necessary for your financial review.

Reconciliation Summary

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

Notes

[Insert any important notes or explanations related to the reconciliation process.]

We recommend reviewing the attached documents for further details and verifying all transactions as necessary.

Should you have any questions regarding this statement, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Partnership Name]

[Contact Information]