

# Bank Account Reconciliation Statement

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## Subject: Bank Account Reconciliation Statement for Tax Preparation

Dear [Recipient Name],

I am writing to provide you with the bank account reconciliation statement necessary for the preparation of my taxes for the year [Insert Year]. Below, you will find the details of my bank account reconciliation as of [Insert Reconciliation Date].

### Account Information

Account Holder Name: [Your Name]

Bank Name: [Your Bank Name]

Account Number: [Your Account Number]

### Reconciliation Details

Description	Amount
Beginning Balance (as per Bank Statement)	[Insert Amount]
Add: Deposits not recorded by Bank	[Insert Amount]
Less: Outstanding Checks	[Insert Amount]
Adjusted Balance	[Insert Amount]

All the information provided is accurate to the best of my knowledge. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]