

Account Statement Reconciliation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Account Statement Reconciliation

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide a reconciliation of the account statements for the period of [insert period].

Upon reviewing our records, we have noted the following discrepancies and would like to clarify them with you:

- [Discrepancy 1: Description]

- [Discrepancy 2: Description]
- [Discrepancy 3: Description]

Please review the attached documents for further details and let us know if you agree with these findings or if there are additional clarifications required.

We appreciate your prompt attention to this matter and look forward to resolving any discrepancies as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]