

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Account Reconciliation for AOTC

I hope this message finds you well.

I am writing to initiate the reconciliation process for our AOTC account for the period of [Start Date] to [End Date]. We have reviewed our records and identified discrepancies that require attention.

Enclosed are the relevant documents that outline the transactions and balances in question. We kindly request your assistance in resolving these discrepancies to ensure accuracy in our financial reporting.

Please find attached:

1. Transaction summary for the specified period
2. Detailed balance sheet
3. Supporting documentation for disputed entries

We appreciate your prompt attention to this matter and look forward to your response by [Response Deadline]. Should you need further information or clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]