

[Your Name/Entity Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Institution Address]

RE: Clarification Regarding Co-mingled Business and Personal Funds

To Whom It May Concern,

I am writing this letter to provide formal clarification regarding the financial activity observed in my accounts for the period of [Start Date] to [End Date]. During this time, certain transactions involved the co-mingling of personal and business funds.

The primary reason for this overlap was [State Reason, e.g., administrative oversight, transitional period between banking institutions, or use of a personal account for initial business expenses].

I wish to confirm the following points regarding these transactions:

- **Identification:** Attached to this letter is a ledger/statement clearly identifying which specific transactions were business-related and which were personal.
- **Intent:** All business-related funds were utilized for legitimate business purposes, including [Example: supplies, payroll, or rent].
- **Resolution:** I have since [Action Taken, e.g., opened a dedicated business account or implemented new accounting software] to ensure that business and personal finances remain strictly separated moving forward.

I certify that the information provided is true and accurate to the best of my knowledge. Please let me know if you require additional documentation, such as invoices, receipts, or tax filings, to verify these claims.

Thank you for your time and professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Business Title, if applicable]