

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Monthly Bank Reconciliation and Bookkeeping Report - [Month, Year]

Dear [Client Name],

Please find enclosed the bookkeeping and bank reconciliation reports for the period ending [Date].

We have completed the reconciliation of the following accounts:

- [Bank Name] - Operating Account: [Last 4 Digits]
- [Bank Name] - Savings Account: [Last 4 Digits]
- [Credit Card Name]: [Last 4 Digits]

Summary of Activity:

- Beginning Balance: \$[Amount]
- Total Deposits/Credits: \$[Amount]
- Total Withdrawals/Debits: \$[Amount]
- Ending Statement Balance: \$[Amount]

Items Requiring Your Attention:

During the reconciliation process, we noted the following items that require your clarification:

- [Uncategorized Transaction Date/Amount] - Please provide the business purpose.
- [Missing Invoice/Receipt] - Please provide a copy for our records.
- [Outstanding Check] - Please confirm if this check is still valid.

Please review the attached Profit and Loss Statement and Balance Sheet. If you have any questions or see any discrepancies, please contact us by [Due Date] so we can make the necessary adjustments.

Thank you for your continued business.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]