

To: [Recipient Name/Finance Department]

From: [Your Name/Management]

Date: [Insert Date]

Subject: Management Letter: Delays in Month-End Bank Reconciliations

Dear [Recipient Name],

This letter is to formally address the ongoing delays regarding the completion of bank reconciliations during the month-end closing process.

Timely bank reconciliations are a critical internal control required to ensure the accuracy of our financial statements and to detect any unauthorized transactions or errors promptly. The current delays are impacting the overall efficiency of the finance department and the speed of our financial reporting.

Identified Issues:

- Outstanding reconciliations for the period ending [Insert Date].
- Difficulty in matching [Insert Specific Issue, e.g., credit card settlements/vendor payments].
- Delays in receiving bank statements or supporting documentation.

Required Actions:

1. Complete all outstanding bank reconciliations by [Insert Deadline Date].
2. Identify and document the root causes of the current backlog.
3. Implement a standardized schedule to ensure reconciliations are completed within [Number] days of month-end.

We request a meeting on [Insert Date/Time] to discuss a plan of action and any resource requirements needed to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]