

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

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address]
[City, State, Zip Code]

Re: Premium Trust Account Reconciliation - [Account Number]

Dear [Recipient Name],

This letter is in response to your inquiry dated [Date of Inquiry Letter] regarding the reconciliation of the Premium Trust Account referenced above for the period of [Start Date] to [End Date].

We have completed a thorough review of the account activities and the discrepancies noted in your correspondence. Please find the following documents attached for your review:

- Updated Reconciliation Statement for the period mentioned.
- Bank statements corresponding to the reconciliation period.
- Detailed ledger of premium collections and carrier remittances.
- Supporting documentation for [Specific Transaction/Discrepancy Name].

Regarding the specific discrepancy of [Amount], our records indicate that [Brief explanation of correction or clarification, e.g., "the funds were deposited on Date but cleared on Date"]. We have now adjusted our internal ledger to reflect the correct standing.

We confirm that all fiduciary funds are being held in accordance with [State/Regulatory Body] requirements and that the account is currently in balance.

Should you require any further documentation or have additional questions regarding this reconciliation, please contact [Contact Person Name] at [Phone Number] or [Email].

Sincerely,

[Signature]

[Your Name]
[Your Title]