

Account Balance Confirmation Letter Sample

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Account Balance Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. We are writing to provide you with the most up-to-date information regarding the account balance for [Account Name/Number] held with [Your Company Name]. As of [Date], the account balance stands at:

- Account Balance: [Amount]
- Available Balance: [Amount]
- Pending Transactions: [Amount]

Please note that the above figures are accurate as of the mentioned date and are subject to change due to any subsequent transactions or changes in market conditions.

If you require any further information or clarification regarding the account balance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or via email at

[Customer Service Email Address]. Our dedicated team will be more than happy to assist you with any inquiries you may have.

We value your business and are committed to providing you with the best possible service. Thank you for choosing [Your Company Name] as your financial partner.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Email Address]

[Phone Number]