Formal confirmation of accounts receivable balance

Subject: Accounts Receivable Confirmation

Dear [Clientâ€™s Name],

We are writing to confirm the balance of your account with [Company Name] as of [Date]. According to our records, the outstanding balance is [Amount], which corresponds to invoice(s) #[Invoice Number(s)] issued on [Date(s)].

We kindly request you to review your records and confirm the accuracy of this balance. If you agree with the stated amount, please confirm by signing and returning this letter. Should there be any discrepancies, kindly notify us immediately with the supporting details.

We thank you for your cooperation and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]