

AR confirmation letter requesting verification or dispute

Subject: Accounts Receivable Balance Verification

Dear [Client's Name],

We are contacting you to confirm the balance on your account with [Company Name]. As of [Date], the outstanding balance is [Amount], related to invoices #[Invoice Numbers].

Please review your records and confirm whether this balance is accurate. If you find any discrepancies, kindly provide us with the details so that we can reconcile our accounts promptly.

We appreciate your timely response and continued partnership.

Sincerely,

[Your Name]

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