

AR confirmation with acknowledgment of partial payments

Subject: Confirmation of Adjusted Balance

Dear [Client's Name],

Our records indicate that partial payments have been received against your invoices, and the current outstanding balance is [Amount] as of [Date]. We kindly request that you confirm this adjusted balance based on your own records.

If there are any differences, please notify us with the payment details so that we may reconcile accordingly.

Thank you for your cooperation.

Best regards,

[Your Name]

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