

Detailed AR confirmation for corporate clients

Subject: Formal Confirmation of Account Balance

Dear [Client's Finance Department/Name],

As part of our financial reconciliation, we are seeking confirmation of your account balance with [Company Name]. According to our records, your balance as of [Date] is [Amount], comprising the following invoices:

- Invoice #[Number] dated [Date] â€“ [Amount]
- Invoice #[Number] dated [Date] â€“ [Amount]
- Total Outstanding â€“ [Amount]

Please review your internal records and confirm whether the above information matches your accounts. If not, kindly provide the adjustments for reconciliation.

We appreciate your timely confirmation and thank you for your continued business relationship.

Sincerely,

[Your Name]

[Your Position]

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