

Closing Balance Confirmation Letter Format

[Your Company's Letterhead]

[Your Company's Name]

[Your Company's Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Closing Balance Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. We are writing to formally confirm the closing balance of your account with [Your Company's Name]. As part of our routine account reconciliation process, we want to ensure that both parties are in agreement regarding the financial status.

According to our records, as of [Closing Date], the closing balance of your account is [Closing Balance Amount]. This amount reflects all the transactions, credits, and debits that have occurred up to the specified closing date. Please review this information and verify its accuracy.

If you believe that there are any discrepancies or concerns regarding the closing balance, please contact our Accounts Department at [Accounts Department Phone Number] or [Accounts Department Email Address] within [Number of Days] days of receiving this letter. Our team will be more than happy to assist you and address any issues you may have.

If we do not receive any communication from you within the stipulated time frame, we will assume that the closing balance is accurate and proceed accordingly.

We value your business and appreciate your prompt attention to this matter. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]