

Creditors Balance Confirmation Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Name of Creditor]

[Company Name]

[Address]

[City, State, ZIP Code]

Dear [Creditor's Name],

Subject: Balance Confirmation for Account [Your Account Number]

I hope this letter finds you in good health. I am writing to formally request a balance confirmation for my account with [Creditor's Name], account number [Your Account Number]. I want to ensure that our records align and that there are no discrepancies regarding the outstanding balance on my account.

As of the date of this letter, my records indicate that there is an outstanding balance of [Amount] on my account. I kindly request that you review your records and confirm whether this balance is accurate.

If the balance on your records matches the above-stated amount, kindly provide me with a written confirmation on your company letterhead verifying the balance owed. If there are any discrepancies or if the balance differs from what I have indicated, please provide me with the correct and updated balance along with any necessary details or explanations.

Please send the balance confirmation letter to my mailing address:

[Your Mailing Address]

[City, State, ZIP Code]

Alternatively, you can email the confirmation to me at [Your Email Address].

I appreciate your prompt attention to this matter. Your timely response will help ensure that both parties have accurate and up-to-date information regarding my account status.

Thank you for your cooperation. I look forward to receiving your confirmation at your earliest convenience.

Sincerely,

[Your Signature]

[Your Full Name]