

Professional Balance Confirmation Letter

Subject: Confirmation of Outstanding Balance

Dear [Creditor's Name],

We kindly request your confirmation of the outstanding balance of [Amount] as of [Date] owed by [Company Name] to your organization.

Please verify the balance and provide any discrepancies, if applicable, at your earliest convenience.

Your prompt confirmation will help us finalize our accounts accurately.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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