

Formal creditor confirmation letter template

Subject: Confirmation of Outstanding Balance

Dear [Recipient Name],

This letter serves to confirm that, as of [Date], the outstanding balance on the account of [Debtor Name] with account/reference number [Account Number] is [Amount]. All payments and transactions have been recorded accurately in our books up to this date.

Please acknowledge receipt of this confirmation and advise if any discrepancies exist.

Sincerely,

[Creditor Name]

[Position/Title]

[Company Name]

[Contact Information]

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