

Debtors Balance Confirmation Letter Format

[Your Company's Letterhead]

[Date]

[Debtor's Name]

[Debtor's Address]

[City, State, ZIP Code]

Dear [Debtor's Name],

RE: DEBTORS BALANCE CONFIRMATION

We hope this letter finds you well. As part of our regular financial and accounting procedures, we are conducting a reconciliation of our accounts to ensure accuracy and completeness. We kindly request your cooperation in confirming the outstanding balance as of [Balance Confirmation Date] for the account associated with [Account Number/Reference].

According to our records, as of [Balance Confirmation Date], the balance due on your account is as follows:

Total Outstanding Amount: [Currency] [Total Outstanding Amount]

Please review this balance and confirm its accuracy at your earliest convenience. If you have any questions or discrepancies regarding the mentioned balance, please contact our Accounts Receivable Department immediately at [Accounts Receivable Phone Number] or [Accounts Receivable Email Address].

Kindly provide your confirmation or any necessary adjustments in writing by [Confirmation Deadline], to ensure that our records are accurate and up-to-date. If we do not receive any communication from you by the specified date, we will assume that the balance mentioned above is correct and proceed accordingly.

We value your business and appreciate your prompt attention to this matter. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company's Address]

[City, State, ZIP Code]

[Your Company's Phone Number]

[Your Company's Email Address]