

Casual Email Debtors Balance Confirmation

Subject: Quick Balance Check

Hi [Debtor Name],

Just a quick note to confirm your outstanding balance with us as of [Date]. Our records show [Amount] is due.

Please let us know if this matches your records or if any adjustments are needed.

Thanks!

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/debtors-balance-confirmation-letter-format>