

Formal Printed Debtors Balance Confirmation Letter

Subject: Request for Balance Confirmation

Dear [Debtor Name],

We are writing to formally request confirmation of the outstanding balance in your account as of [Date]. Our records indicate an amount of [Amount].

Kindly acknowledge receipt of this letter and confirm the accuracy of the mentioned balance. Should you find any discrepancy, please provide the necessary details for correction.

Thank you for your prompt attention.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

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