

Formal and Professional Vendor Balance Confirmation Letter

Subject: Confirmation of Outstanding Balance

Dear [Vendor Name],

We hope this message finds you well. We are currently reconciling our accounts for the month of [Month/Year] and request your confirmation of the outstanding balance as per our records.

According to our records, the total balance payable to your company as of [Date] is [Amount]. Kindly review this information and confirm whether it matches your records. If there are any discrepancies, please highlight them for correction.

Your prompt response will help us ensure accurate accounting and timely settlements.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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