

Preliminary Balance Confirmation Message for Vendors

Subject: Preliminary Balance Confirmation

Dear [Vendor Name],

We are in the process of finalizing our accounts for [Month/Year]. As a provisional measure, the balance recorded for your account is [Amount]. This may be subject to minor adjustments.

Please review and confirm if this provisional balance aligns with your records. Any discrepancies can be addressed before finalization.

Looking forward to your feedback.

Regards,

[Your Name]

[Company Name]

Get more templates here:

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