

Friendly and Warm Tone for Long-term Vendors

Subject: Balance Confirmation Request

Dear [Vendor Name],

We truly value our long-standing partnership and appreciate your continued support. We are currently reconciling our accounts and kindly request you to confirm the balance payable to you, which as per our records is [Amount] as of [Date].

Your confirmation will help us maintain accurate records and continue our smooth collaboration.

Warm regards,

[Your Name]

[Company Name]

Get more templates here:

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