

Accounts Receivable Confirmation Letter

[Your Company's Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, ZIP]

Subject: Confirmation of Accounts Receivable

Dear [Customer Name],

We hope this letter finds you well. As part of our regular accounting procedures, we are conducting a review of our accounts receivable balances. In order to ensure the accuracy of our records, we kindly request your cooperation in confirming the details of your outstanding account with our company.

According to our records, the balance due on your account as of [date] is \$[amount]. We kindly ask you to review this information and confirm its accuracy. If you identify any discrepancies or have any questions regarding the balance, please contact us immediately.

To confirm the balance, please follow the instructions below:

1. Review the attached statement, which provides a summary of the outstanding invoices and payments made.
2. Verify the information by comparing it to your own records.
3. If the information is accurate, kindly sign and return a copy of this letter to us using the enclosed self-addressed envelope. Alternatively, you may fax the signed letter to [fax number] or email it to [email address].
4. If you identify any discrepancies or have any questions, please contact our accounts receivable department at [phone number] or [email address].

Please note that your prompt response will greatly assist us in maintaining accurate financial records. In the event that we do not receive your confirmation within [number of days] days from the

date of this letter, we will assume that the information provided is correct.

We value your business and appreciate your cooperation in this matter. Should you require any further assistance or have any concerns, please do not hesitate to reach out to us. We look forward to resolving any outstanding matters and continuing our mutually beneficial business relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]