

Balance Confirmation Letter

Dear [Recipient's Name],

Subject: Balance Confirmation Letter

I hope this letter finds you well. I am writing to formally request a balance confirmation for my account with [Company Name]. This is to ensure that both parties have accurate and up-to-date information regarding the outstanding balance.

Please find below the details of my account:

Account Holder Name: [Your Name]

Account Number: [Account Number]

Billing Address: [Billing Address]

Contact Number: [Contact Number]

Email Address: [Email Address]

According to my records, the current balance on my account is as follows:

Outstanding Balance: [Amount]

Due Date: [Due Date]

I kindly request you to verify the accuracy of this information and provide me with a written confirmation of the balance. This confirmation will serve as evidence of the amount owed and will help in maintaining transparency between us.

If there are any discrepancies or errors in the balance mentioned above, please inform me immediately so that we can resolve the matter promptly.

Please forward the balance confirmation to me via email at [Your Email Address] or by mail to the address mentioned above. I would appreciate receiving the confirmation within [Specify a reasonable time frame, e.g., ten business days] from the date of this letter.

Thank you for your prompt attention to this matter. I value our business relationship and look forward to receiving the balance confirmation at your earliest convenience.

Should you have any questions or require any further information, please do not hesitate to contact

me. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]