

Professional Balance Confirmation Letter

Subject: Balance Confirmation as of [Date]

Dear [Recipient Name],

We are writing to confirm the balance of your account with us as of [Date]. According to our records, your account holds a balance of [Amount].

Please review the details and notify us immediately if there are any discrepancies. Your prompt confirmation will help ensure the accuracy of our financial records.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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