

Provisional Balance Confirmation Letter

Subject: Provisional Balance Statement

Dear [Recipient Name],

This letter serves as a provisional confirmation of your account balance as of [Date]. The amount currently recorded is [Amount]. Please note that this balance is subject to verification and adjustments, if necessary.

We kindly request your confirmation or any corrections at your earliest convenience to finalize our records.

Best regards,

[Your Name]

[Your Position]

[Company Name]

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