

Balance Confirmation for Loan or Credit

Subject: Balance Confirmation for Loan Review

Dear [Recipient Name],

This is to confirm the outstanding balance on your account as of [Date] is [Amount]. This confirmation is required for the processing of your loan/credit review.

Kindly verify the details and inform us of any discrepancies. Your cooperation is greatly appreciated.

Regards,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/balance-confirmation-letter>