

Creditors Confirmation Letter Format

Dear [Name of Creditor],

Subject: Confirmation of Outstanding Debt

I am writing to request confirmation of the outstanding debt balance associated with my account. As a responsible debtor, I believe it is crucial to ensure that all financial records are accurate and up to date.

I kindly request that you provide me with written confirmation of the following details:

1. Total Outstanding Debt Amount:

- Please specify the principal amount owed as of [Date].

2. Interest and Late Payment Charges:

- Kindly state the total amount of interest and any late payment charges accrued until [Date].

3. Payment History:

- Please provide a detailed payment history, including dates and amounts paid, since the inception of the account.

4. Due Date of Last Payment:

- Kindly confirm the date of the last payment received and applied to the account.

5. Any Additional Charges:

- If there are any additional fees, charges, or penalties associated with the account, please include them in the confirmation.

Please send the requested information to me at your earliest convenience. If there are any discrepancies or errors in the information provided, I would appreciate your prompt attention to resolve them.

You may reach me at [Phone Number] or via email at [Email Address] for any further clarification or to discuss the matter further.

Thank you for your prompt attention to this request. I look forward to receiving the confirmation of the outstanding debt balance as soon as possible.

Yours sincerely,

[Your Name]