

Debt Or Debtors Confirmation Letter

Subject: Debt or Debtors Confirmation

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Company Name] to request a debt or debtors confirmation. As part of our regular auditing procedures, we are required to verify the outstanding balance owed to us by our debtors.

We kindly request your cooperation in providing the following information:

1. Confirmation of Debt:

Please confirm the total outstanding amount that you owe to [Your Company Name]. This includes any unpaid invoices, interest charges, or penalties.

2. Payment Terms:

Please confirm the agreed-upon payment terms for the outstanding debt. If there have been any changes to the payment terms, please provide the updated details.

3. Account Information:

Kindly provide us with your account number or any other relevant identification numbers that we can reference to ensure accurate tracking of the debt.

4. Statement of Account:

We would appreciate it if you could send us a detailed statement of account, reflecting all transactions, credits, and debits related to the outstanding debt. This will assist us in reconciling our records with yours.

Please provide the above information within [specify a reasonable timeframe, e.g., 14 days] from the date of this letter. You may send the confirmation and any supporting documents via email to [Your Email Address] or by mail to the address mentioned above.

Please note that your prompt response is vital to ensure the accuracy of our financial records.

Failure to provide the requested information may result in the delay of resolving any outstanding matters.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We appreciate your attention to this matter and look forward to receiving your response.

Thank you for your cooperation.

Sincerely,