

Professional Debtors Balance Confirmation Letter

Subject: Confirmation of Outstanding Balance

Dear [Debtor Name],

We hope this message finds you well. As part of our regular account reconciliation process, we request you to kindly confirm the outstanding balance in your account as of [Date].

According to our records, the balance is [Amount]. Please review and confirm this figure at your earliest convenience, or notify us if any discrepancies exist.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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