

# **Urgent Debtors Balance Confirmation Letter**

Subject: Urgent Confirmation of Outstanding Balance

Dear [Debtor Name],

We request immediate confirmation of the outstanding balance in your account as of [Date].

According to our records, the balance stands at [Amount].

Please respond without delay to ensure our records are accurate and up-to-date.

Thank you for your prompt action.

Sincerely,

[Your Name]

[Company Name]

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