

Account Balance Affirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to affirm the account balance for the period ending [Insert Date]. As per our records, the total account balance is [Insert Balance Amount].

We appreciate your cooperation in reviewing and confirming the accuracy of this statement. Should you have any queries or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company's Name]