

Account Balance Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the account balance as of [Insert Date]. According to our records, the balance for Account Number [Insert Account Number] is [Insert Balance Amount].

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company]