

Balance Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Balance Confirmation

We are writing to confirm the balance of your account with us as of [Insert Date]. According to our records, the total balance is [Insert Balance Amount].

If you have any questions regarding this balance or if you believe this is incorrect, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]