

# Account Confirmation Letter

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the details regarding your account with [Your Company Name]. As per our records, your account is currently subject to commercial debt collection procedures.

**Account Number:** [Account Number]

**Outstanding Amount:** \$[Amount]

**Due Date:** [Due Date]

Please be advised that immediate payment is requested to avoid further collection actions. You may resolve this matter by contacting us directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]