

Retail Account Credit Balance Confirmation

Date: [Insert Date]

Dear [Customer Name],

We are writing to confirm the credit balance on your retail account with us. As of [Insert Date], your account reflects a credit balance of [Insert Amount].

This credit can be applied towards your future purchases. If you have any questions regarding your account or would like to use your credit balance, please do not hesitate to contact us.

Thank you for being a valued customer!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]