

Accounts Receivable Balance Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient Name],

We are writing to confirm the balance of your account with us as of [Insert Date]. Our records indicate that your current outstanding balance is [Insert Amount].

Please review the balance listed above and respond by [Insert Response Deadline] to confirm its accuracy or to provide any discrepancies you may have. Your prompt reply will help us maintain accurate records.

If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Contact Information]