

Creditor Balance Verification Inquiry

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Dear [Creditor's Name],

I am writing to request verification of the balance on my account with your company. Below are the details related to my account:

- Account Number: [Your Account Number]
- Current Balance: [Your Current Balance]
- Date of Last Payment: [Last Payment Date]

I would appreciate it if you could send a written confirmation of the current balance along with any outstanding charges or credits applied to my account.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]