

Credit Balance Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the current credit balance on your account with us as of [Insert Date]. After reviewing recent transactions, we would like to provide you with the following details:

Account Information

- Account Number: [Insert Account Number]
- Account Holder: [Insert Account Holder Name]

Credit Balance Summary

Your current credit balance is: \$[Insert Amount]

Recent Transactions

Date	Description	Amount
[Insert Date]	[Insert Description]	[\$[Insert Amount]]
[Insert Date]	[Insert Description]	[\$[Insert Amount]]

If you have any questions regarding your balance or transactions, please do not hesitate to contact us.

Thank you for your continued trust and business.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]