

Company Name
Company Address Line 1
Company Address Line 2

Date: June 18, 2024

Reference: Account Confirmation

Customer Name
Customer Address Line 1
Customer Address Line 2

Subject: Confirmation of Account Balance

Dear [Customer Name],

We are writing to confirm the balance of your account held with us as at **June 17, 2024** as part of our regular account reconciliation process.

According to our records, your account details are as follows:

Account Number	: [Account Number]
Account Name	: [Account Name]
Balance as at June 17, 2024	: [Account Balance]

We kindly request you to review the above information and notify us within 10 working days if you have any discrepancies or concerns regarding your account balance.

If you agree with the balance stated above, no further action is required.

Thank you for your attention.

Sincerely,

[Authorized Signatory]
[Title/Position]
[Contact Information]

Important Notes:

- This confirmation is intended for account reconciliation and financial audit purposes.
- All account information should be checked for accuracy upon receipt.
- Report any discrepancies immediately to avoid potential issues.
- This letter does not constitute a legally binding statement of account.
- For any queries or clarifications, please contact our support team.