

Company Name

Address Line 1

Address Line 2

City, State ZIP

Phone: (XXX) XXX-XXXX

Email: info@company.com

Date: [Insert Date]

To:

[Debtor Company Name]

[Debtor Address Line 1]

[Debtor Address Line 2]

[City, State ZIP]

Subject: Third-Party Debtor Balance Confirmation

Dear Sir/Madam,

We are conducting our usual annual audit and, as part of this process, we kindly request your confirmation of the balance due as of **[Insert Date]** as shown in our records.

Account Number: [Insert Account Number]

Outstanding Balance: [Insert Amount] ([Insert Currency])

Please verify the stated balance and advise us if you agree with the above amount as being correct. If there is any discrepancy, please provide details of the variance.

Kindly sign and return this confirmation to us at your earliest convenience.

Thank you for your cooperation.

Yours sincerely,

[Authorized Representative Name]

[Designation]

[Company Name]

Important Notes:

- This letter is required for audit and compliance purposes.
- Ensure all details are accurate before responding.
- Keep a copy of your response for your own records.
- Contact us immediately if you identify any discrepancies.