To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Company Name]

Date:

**Subject: Confirmation Letter to Creditor for Outstanding Payable Amount**

Dear Sir/Madam,

I am writing this letter in response to your request for the confirmation of outstanding payable amount that is due to be paid to your company [mention name of the recipient’s company]. Please note that as of [mention date], the amount that is due to be paid is [mention amount].

Kindly make sure to tally this amount with your records and confirm whether the payable amount is same or if there is any difference. For further queries or discussions, feel free to contact me through the given below contact details.

Best Regards.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]