Credit Balance Confirmation Letter

Date

ABC Company
Street Address
City, ZIP

Dear Sir or Madam,

We are conducting a review of our Accounts Receivable records from prior periods and have identified debit and credit balances that were removed from your customer account between January 1, 20XX and December 31, 20XX**. P**lease note that the periods in which these debit and credit balances were removed from your customer account may be different than the transaction dates that originally gave rise to these debit and credit balances.

The effect of netting these debit and credit balances is a net credit balance of $_____ for the period of January 1, 20XX through December 31, 20XX.

Please check the appropriate box below and return this confirmation to us.

☐ I have reviewed my records and have determined that the net credit balance listed above is owed to my Company.

☐ I have reviewed my records and was unable to determine whether the net credit balance listed above is owed to my Company.

☐ I have reviewed my records and have determined that the net credit balance listed above is **not** owed to my Company as of December 31, 20XX.

☐ I have reviewed my records and have determined that the net credit balance was settled after December 31, 20XX by receiving a subsequent payment. Please insert the date the payment was received by your Company_____.

☐ I have reviewed my records and have determined that the net credit balance was settled after December 31, 20XX through a method other than those described above. Please insert the date the net credit balance was settled and describe the methodology of how this balance was settled.
_____
_____
_____
_____

_____	_____	_____	_____
Print Name & Title	**Signature**	**Date**	**Tel. No.**

Updated Address (if applicable)

Should you have any questions concerning this request please contact the undersigned at 000-123-4567.

Sincerely,

John Q. Holder
Manager, Accounts Payable Department
XYZ Company

Form UP-51
8/09