Date: {{date}}  
M/S: {{receiver name}}   
ADDRESS: {{receiver address}}  
PAN: {{pan}}

Subject: Sales & Closing Balance Confirmation

Dear Sir/Madam,

Kindly confirm our balance as on {{date}} as mentioned below.  
  
Opening Balance: {{opening balance}}   
Total Sales: {{total sales}}  
Closing Balance: {{closing balance}}

Kindly confirm the above-mentioned balance within 7 days of receipt of this letter and please send another copy of the verified statement otherwise it will be presumed that the balance shown by us is correct.

Receiver Name:   
Signature:   
Date:

Thanks & Regards,

Yours Sincerely

SITASMA SUPPLIERS