

Notification to Request Clearing of Aged Negative Accounts

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are reaching out to notify you regarding your account with us that currently shows aged negative balances. Maintaining accurate account records is imperative for both parties, and we kindly request your assistance in clearing these accounts.

The details of the aged negative accounts are as follows:

- Account Number: [Account Number]
- Original Amount: [Original Amount]
- Date of Issue: [Date]
- Current Balance: [Current Balance]

We urge you to review these records and take the necessary actions to clear the outstanding amounts as soon as possible. If you have already addressed this matter, please disregard this notice.

If you have any questions or need further clarification, feel free to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your cooperation and prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]