

Application for Cancellation of Outdated Account Balance

To,
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Date: [Current Date]

Subject: Request for Cancellation of Outdated Account Balance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of an outdated account balance associated with my account ([Your Account Number]) held with [Company/Organization Name].

Upon reviewing my account statement, I noticed that there is an outstanding balance of [amount], which I believe has remained unresolved for an extended period and may no longer be valid. [Provide any relevant details regarding the outdated balance or previous communications, if applicable].

I kindly ask you to investigate this matter and proceed with the cancellation of the outdated balance. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]