

Account Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to address a concern regarding an obsolete account balance associated with my account (Account Number: [Insert Account Number]). After reviewing my records, I noticed a balance that appears to be outdated and no longer relevant.

I kindly request clarification on this balance and any supporting documentation that can help resolve this matter. It is important to me to ensure that my account reflects correct and updated information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]