

Follow-Up on Outdated Account Balance Removal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the outdated account balance listed under my account number [Insert Account Number].

As discussed, this balance is no longer valid, and I kindly request that it be removed from your records. I would appreciate it if you could confirm the status of this request at your earliest convenience.

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

Sincerely,

[Your Name]