

Inquiry Regarding Outdated Account Balance Removal

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the outdated account balance that is currently reflected on my account. My account number is **[Your Account Number]**.

Upon reviewing my account statement, I noticed a balance that appears to have been left unaddressed for an extended period. I would appreciate it if you could provide clarification regarding this balance and the steps necessary for its removal.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]