

Request to Clear Outdated Account Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the clearance of an outdated account balance associated with my account number [Your Account Number]. The balance was last active on [Last Active Date], and I believe it may no longer reflect my current standing with your company.

I would appreciate it if you could review my account and assist me in resolving this matter at your earliest convenience. If there are any documents or information needed from my side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]