

Letter of Acknowledgment for Outstanding Balance

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the outstanding balance on your account with us as of [Insert Date]. The details of the balance are as follows:

- Account Number: [Account Number]
- Outstanding Amount: [Outstanding Amount]
- Due Date: [Due Date]

We kindly request that you settle this balance at your earliest convenience to avoid any late fees or interruptions in service. If you have any questions regarding this balance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]