

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the payment reconciliation for our account, which appears to have overdue amounts that require clarification.

As of [Insert Cut-off Date], our records indicate that the following invoices remain outstanding:

- Invoice # [12345] - Amount: \$[Amount] - Due Date: [Insert Date]
- Invoice # [67890] - Amount: \$[Amount] - Due Date: [Insert Date]

We would appreciate it if you could provide us with a status update on these payments and any relevant documentation that could assist in reconciling our accounts. If there are any discrepancies, please let us know so we can work together to resolve them.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]