

Overdue Balance Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to verify the overdue balance on your account with us.

As of [Insert Date], our records indicate that your outstanding balance is [Insert Amount]. We kindly request you to review this information and confirm its accuracy.

If you have already made a payment or believe there is an error, please contact us at your earliest convenience to resolve any discrepancies.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]