

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
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 outstanding balance on my account with [Company Name]. As of [last statement date], my records indicate that there is an amount of [dollar amount] due.

Could you please provide me with an update regarding this balance? If there are any discrepancies or additional charges that I should be aware of, I would appreciate your clarification.

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

Sincerely,
[Your Name]