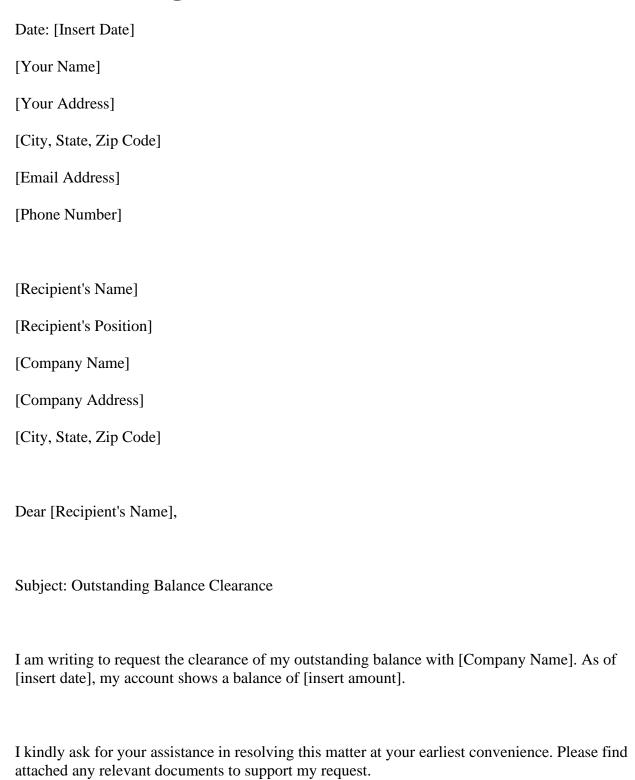
Outstanding Balance Clearance Letter



Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]