

Outstanding Balance Clearance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Outstanding Balance Clearance

I am writing to request the clearance of my outstanding balance with [Company Name]. As of [insert date], my account shows a balance of [insert amount].

I kindly ask for your assistance in resolving this matter at your earliest convenience. Please find attached any relevant documents to support my request.

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]