

Balance Due Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the balance due on my account with [Company's Name].

As of [Insert Date], my records indicate that the outstanding balance is [Insert Amount]. However, I have received a notice stating that the balance is [Insert Amount from notice]. I would appreciate it if you could provide a detailed breakdown of my account, including any recent transactions or charges that may have led to the discrepancy.

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

Sincerely,

[Your Name]