

Balance Inquiry Letter

Date: _____

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number

Recipient's Name
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to inquire about the current balance on my account with your company. As of my last statement dated _____, I would like to confirm the outstanding balance and any payments that have been applied since that date.

Account Number: _____

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

Sincerely,

[Your Name]