Outstanding Balance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a statement regarding my outstanding balance with [Company Name]. As of [Insert Date], my records indicate that there is an outstanding balance of [Insert Amount].

Could you please provide the details of this balance, including any relevant invoices or transactions? It is crucial for me to resolve this matter promptly.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]