

# Unresolved Balance Query

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],

I am writing to bring to your attention an unresolved balance on my account ([Your Account Number]). Despite my previous correspondence regarding this matter, it remains unclear and unresolved.

As of [Insert Date], my records indicate a discrepancy in the balance amount of [Insert Amount]. I kindly request a detailed statement and clarification regarding this outstanding balance.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]