

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to respectfully inquire about the current balance of our account. We want to ensure that all transactions and payments are accurately recorded and up to date.

Could you please provide us with detailed information regarding our account balance at your earliest convenience? Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]