

Receivables Account Balancing Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current balance of our receivables account as of [Specific Date]. We have noticed some discrepancies in our records and would like to ensure that our accounts are accurately reconciled.

Could you please provide us with the detailed statement of our receivables account, including any outstanding invoices, credits, and payment history? We would appreciate your assistance in resolving this matter promptly.

Thank you for your attention to this inquiry. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]