

# Account Balance Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek clarification regarding the balance in my account ([Account Number]) dated [Specific Date]. I have noticed a discrepancy that I would appreciate your assistance in resolving.

According to my records, I believe the balance should be [Your Expected Balance], whereas your statement indicates [Their Stated Balance]. Could you please provide detailed information and a breakdown of the transactions that led to this difference?

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

Sincerely,

[Your Name]