

Outstanding Agreement Balance Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the outstanding balance of our agreement dated [Insert Date of Agreement]. As per our records, the current balance stands at [Insert Balance Amount].

To ensure accuracy and transparency, we would appreciate your confirmation of this balance or a detailed breakdown if there are discrepancies. This will help us proceed correctly and maintain our effective communication.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]