

Outstanding Agreement Balance Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the outstanding balance on our agreement dated [Insert Agreement Date]. As of today, our records show that there is an unsettled amount of [Insert Amount].

To ensure that our records are accurate and up-to-date, I would appreciate it if you could provide me with a detailed statement of the account, including the outstanding balance, any recent transactions, and the payment due date.

If you require any further information from my end, please feel free to reach out. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]