

# Outstanding Agreement Balance Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reconciliation of the outstanding balance related to our agreement dated [Insert Agreement Date].

As of [Insert Current Date], our records indicate an outstanding balance of [Insert Amount]. However, there may be discrepancies that we would like to resolve as soon as possible.

Could you please provide us with your detailed records of this agreement, including any invoices, payments, or adjustments made? This will help us ensure that both parties have a mutual understanding of the outstanding balance.

We appreciate your prompt attention to this matter and look forward to your reply by [Insert Desired Response Date]. Should you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]