

Balance Inquiry for Overdue Payment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inquire about the outstanding balance on your account with us. Our records indicate that a payment due on [Insert Due Date] remains unpaid, and we are eager to resolve any discrepancies.

As of today, your current balance stands at [Insert Amount]. We kindly request that you provide us with an update regarding this balance and any steps you intend to take to settle the overdue amount.

Should you have any questions or require further clarification, do not hesitate to reach out to us at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]