

# Final Payment Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the pending balance related to my account with your company. As of today, I have not received any updates regarding the final payment.

The details of the pending balance are as follows:

- Invoice Number: [Insert Invoice Number]
- Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]

I would appreciate your prompt attention to this matter and kindly request an update on the status of my final payment. If there are any issues or additional information needed from my side, please do not hesitate to let me know.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]