

Account Balance Reminder

Dear [Customer Name],

We hope this message finds you well. We are writing to remind you that your current account balance is [Account Balance].

Please ensure that you review your account and make any necessary adjustments. If you have any questions or need assistance, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]