

Credit Balance Review Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 formally request a review of the credit balance associated with my account ([Account Number]) for verification purposes.

As part of my financial management practices, I wish to ensure that the records are accurate and up-to-date. I have noticed some discrepancies that I would appreciate your assistance in resolving.

Please provide a detailed statement of my account balance, including any transactions that may have affected the credit balance. If possible, I would appreciate receiving this information by [specific date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]