

Challenge to Incorrect Outstanding Balance Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally challenge the outstanding balance statement dated [Insert Statement Date] which indicates an amount of [Insert Amount] as due on my account #[Insert Account Number].

Upon reviewing my records, I believe there are discrepancies in your statement. Specifically, [briefly outline the reasons why you believe the balance is incorrect, e.g., payments made, negotiated agreements, etc.].

To assist with resolving this matter, I have enclosed copies of relevant documents, including [list any enclosed documents, e.g., payment receipts, correspondence, etc.].

I kindly request that you investigate this matter and provide a corrected statement. Please acknowledge receipt of this letter and let me know what steps you will take to resolve these discrepancies.

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

Sincerely,

[Your Name]