

Inquiry Regarding Unpaid Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

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 bring to your attention a mistake I noticed regarding my account with [Company Name]. It appears that there is an unpaid balance attributed to my account, which I believe is incorrect.

According to my records, [provide details about the payments made, dates, invoices or any relevant information]. I kindly ask you to review this matter and provide clarification regarding the unpaid balance on my account.

Please let me know if you require any additional information or documentation from my side. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]