

Notification of Unpaid Balance Error

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to notify you of an error regarding your unpaid balance with our records. Upon review, it has come to our attention that the balance listed under your account, [Account Number], is inaccurate.

The recorded unpaid balance currently stands at [Incorrect Amount]. After conducting a thorough audit, we have determined that the correct amount should be [Correct Amount]. We apologize for any confusion this may have caused and appreciate your understanding as we rectify this issue.

Please take a moment to review your records in accordance with this notification. Should you have any questions or require further clarification, feel free to reach out to our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]