

Letter of Objection to Reported Unpaid Balance Inaccuracies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally object to the reported unpaid balance inaccuracies associated with my account (Account Number: [Your Account Number]). After reviewing my records, I believe that the reported balance of [Reported Balance] does not accurately reflect my financial obligations.

I request that you conduct a thorough investigation into this matter and provide me with detailed documentation to support the validity of the reported balance. I have included copies of relevant documents, including [List any documents you are attaching, such as payment receipts or statements].

Please consider this letter as my official dispute. I request a prompt response within 30 days to rectify this situation. Your timely attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]