

# Request for Clarification on Erroneous Unpaid Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding an unpaid balance of [amount] that has been recorded on my account (Account Number: [Account Number]).

Upon reviewing my records, I believe there may be an error as the indicated balance appears to be inconsistent with my payment history. I would appreciate your assistance in investigating this matter and providing me with a detailed breakdown of the charges associated with this balance.

Should you require any further information from my side to expedite this inquiry, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]