

Request for Resolution of Unpaid Balance Error

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to bring to your attention an error regarding my unpaid balance account, which has been inaccurately reported.

Account Number: [Your Account Number]

Current Balance: [Mention the amount]

Upon reviewing my account statements, I noticed discrepancies that I believe require your urgent attention. I have attached relevant documents for your review.

I kindly request a thorough investigation into this matter to resolve the unpaid balance error. Please contact me at your earliest convenience to discuss this issue further.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]