

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the outstanding service charges that appear to be unpaid on my account ([Account Number or Reference Number]) as of [Date of Last Payment]. According to my records, the total amount due is [Amount].

Could you please provide an update on this matter? If payment has already been processed, I would appreciate a confirmation to ensure my records are accurate.

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

Sincerely,

[Your Name]