

# Invoice Balance Adjustment Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about an adjustment on my invoice balance for invoice number [Insert Invoice Number] dated [Insert Invoice Date]. Upon reviewing my records, it appears that there may be a discrepancy in the amount due.

According to my records, the total amount billed was [Insert Billed Amount], while the current outstanding balance reflects [Insert Current Balance]. I would appreciate your assistance in clarifying this difference.

If any additional documentation is needed, please let me know, and I will be happy to provide it. I look forward to your prompt response so we can resolve this matter as soon as possible.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]