

Invoice Balance Confirmation Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request confirmation of the outstanding balance on the invoice numbered [Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. As of [Date], our records indicate that the balance due is [Outstanding Balance].

Please confirm the current balance at your earliest convenience. If there are any discrepancies, do not hesitate to reach out so we can resolve the matter promptly.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]