

Invoice Balance Details Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the balance details of invoice #[Invoice Number] dated [Invoice Date]. As of today, I would like to confirm the outstanding amount and any relevant payment terms associated with this invoice.

Could you please provide me with the current status of this invoice? If there are any discrepancies, feel free to bring them to my attention.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]