Invoice Balance Outstanding Verification

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Outstanding Invoice Balance Verification

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to verify the outstanding balance on your account with us. Below are the details of the outstanding invoices:

Invoice Number	Invoice Date	Due Date	Amount Due	Status
[Invoice #1]	[Invoice Date #1]	[Due Date #1]	[Amount Due #1]	Outstanding
[Invoice #2]	[Invoice Date #2]	[Due Date #2]	[Amount Due #2]	Outstanding

The total outstanding balance is [Total Amount Due]. We kindly ask you to review your records and confirm the accuracy of this balance. Should you have any questions or discrepancies, please do not hesitate to contact us at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]