

Invoice Balance Reconciliation Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Subject: Request for Invoice Balance Reconciliation

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to request a reconciliation of the open balances listed in our records associated with your account. It has come to our attention that there may be discrepancies that need to be addressed.

As per our records, the following invoices require clarification:

- Invoice Number: [Invoice #1] - Amount: \$[Amount] - Due Date: [Due Date]
- Invoice Number: [Invoice #2] - Amount: \$[Amount] - Due Date: [Due Date]

We would appreciate your assistance in reviewing these invoices and providing us with your feedback or confirmation of the outstanding amounts.

Please let us know a convenient time for you to discuss this matter further or if you prefer to handle this via email.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]