

Invoice Balance Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the balance on our recent invoice, #[Invoice Number], dated [Invoice Date].

After reviewing our records, it appears that there may be discrepancies in the amounts documented. We would appreciate your assistance in reconciling the following items:

- [Item/Service Description 1] - Amount: [Amount]
- [Item/Service Description 2] - Amount: [Amount]
- [Item/Service Description 3] - Amount: [Amount]

We kindly ask you to review the invoice and provide us with any necessary clarifications or corrections at your earliest convenience. Your prompt attention to this matter will help us ensure that all accounts are accurately maintained.

Thank you for your cooperation. Please feel free to contact me directly at [Your Phone Number] or [Your Email] if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]