

Invoice Balance Settlement Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the balance settlement for Invoice #[Invoice Number], dated [Invoice Date]. As of today, our records indicate an outstanding amount of [Outstanding Amount].

Please confirm the status of this invoice and the expected payment date. If there are any discrepancies or issues concerning this invoice, do not hesitate to inform me so we can address them promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]