Invoice Balance Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a balance statement for my account with your company as of [Insert Date]. I would appreciate it if you could provide me with the details of any outstanding invoices and the current balance due.

Please let me know if you need any additional information to process this request.

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

Sincerely,

[Your Name]