

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Statement of Remaining Available Balance

Dear [Recipient Name],

This letter serves as official notification regarding the remaining available balance for [Reference Name/Account Number/Project Name].

As of [Date], the details of your balance are as follows:

- Total Authorized Amount: [Total Amount]
- Total Amount Utilized: [Used Amount]
- **Current Available Balance: [Remaining Amount]**

Please note that this balance is subject to change based on any pending transactions or recent activity not yet processed. This remaining amount will be available for use until [Expiration Date, if applicable].

If you have any questions regarding this statement, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]