

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Outstanding Balance Validation and Payment Acknowledgment**

Dear [Customer Name],

This letter serves to formally acknowledge receipt of your recent payment and to provide a validated summary of your current account standing.

**1. Payment Acknowledgment**

We have received and processed your payment in the amount of **[\$[Payment Amount]** on **[Date Received]**. This payment has been applied to your account under Reference Number: **[Invoice/Account Number]**.

**2. Account Validation**

Following the application of the payment mentioned above, our records indicate the following remaining balance information:

- Total Original Balance: **[\$[Amount]**
- Total Payments Applied: **[\$[Amount]**
- **Current Outstanding Balance: **[\$[Remaining Amount]****

**3. Payment Schedule / Next Steps**

Please ensure that the remaining balance of **[\$[Remaining Amount]** is settled by **[Due Date]** to maintain your account in good standing. [Optional: Details regarding payment plans or methods].

If you believe there is a discrepancy in these figures or if you have already sent the remaining funds, please contact our billing department immediately at **[Phone Number]** or **[Email Address]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Department Name]