

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

[Date]

[Recipient Name or Billing Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Unpaid Balance - Account #[Your Account Number]

Dear [Recipient Name or Billing Department],

I am writing to request a formal review of my account regarding the unpaid balance of \$[Amount] as stated in your recent notice dated [Date of Notice].

I would like to clarify the details of this balance. According to my records, [State your reason: e.g., I have already paid this amount, I did not receive the services listed, or the amount differs from my previous statements].

Please provide the following information to help resolve this matter:

- An itemized statement of all charges for the period of [Date] to [Date].
- A list of all payments credited to my account during this time.
- Copies of any relevant invoices or service contracts.

I have attached copies of my [mention attachments: e.g., receipts, bank statements, or previous correspondence] for your reference.

Please review my account and provide an updated status by [Date]. I look forward to resolving this discrepancy promptly. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]