

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

**Subject: Request for Clarification on Past Due Account - [Account Number]**

Dear [Recipient Name],

I am writing to you regarding a notice I received dated [Date of Notice] stating that my account is past due in the amount of [Amount].

After reviewing my personal records, I am requesting further clarification regarding this balance. My records indicate the following discrepancy:

- [Option 1: I believe this payment was already made on (Date) via (Check Number/Transaction ID).]
- [Option 2: The balance shown does not match my most recent invoices.]
- [Option 3: I have not received a detailed breakdown of these specific charges.]

To help resolve this matter quickly, please provide an itemized statement of the account, including all recent charges, credits, and payments applied. This will allow me to reconcile my records with yours.

I value our business relationship and intend to settle any legitimate outstanding balances as soon as the details are verified. Please contact me at [Phone Number] or [Email] if you require any documentation from my side.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]