

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding any outstanding balances associated with my account [Your Account Number or Reference].

As of [Last Date of Payment or Review], I have not received confirmation of the current status of my account. To ensure my records are accurate and up-to-date, I would appreciate it if you could provide me with a detailed statement of any remaining balances along with the respective due dates.

If there are any discrepancies or issues that need to be addressed, please let me know at your earliest convenience. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]