

AR confirmation letter with overdue balance emphasis

Subject: Confirmation of Overdue Balance

Dear [Client's Name],

According to our records, your account shows an outstanding overdue balance of [Amount] as of [Date]. The balance relates to invoice #[Invoice Number], which was due on [Due Date].

We request that you confirm the accuracy of this balance and advise us on the expected date of payment. If you believe this balance is incorrect, please provide supporting documents so we may review.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

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