[DATE]

Contact Name

Address

Address2

Country

City, State/Province

Zip/Postal Code

**RE: REQUEST TO CONFIRM IF UNPAID BALANCE IS DUE TO CLERICAL ERRORS**

Dear [CLIENT NAME],

It has come to our attention that your account is past due. You currently owe [COMPANY] [AMOUNT], and this amount has been due since [DATE].

We value your custom and would like to offer any assistance we can. We hope that the balances are as a result of clerical errors, as many are.

If additional time is required to settle your balance, please feel free to give us a call or email us. We will ensure that the necessary provisions are made for you to pay your account balance.

As I said, we value your business and sincerely hope that this gesture will be of some help. Thank you for your cooperation.

We look forward to hearing from you soon.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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