

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Bank Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding my credit card account, specifically concerning [describe the issue or information needed].

Enclosed with this letter, you will find [mention any documents you are enclosing, e.g., recent statements, identification, etc.] that I believe will assist in processing my request.

Please let me know if you need any further information. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

Enclosure: [list the enclosed documents]