

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

Customer Service

[Credit Card Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding Credit Card Statement

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about my recent credit card statement, account number [Last four digits of your account].

Upon reviewing my statement dated [Statement Date], I noticed [describe the specific issue or question regarding the statement]. I would appreciate your assistance in clarifying this matter.

Please let me know if you require any further information to assist with my inquiry. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]