

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

Customer Service Department  
[Bank/Credit Card Issuer Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Credit Card Account

Dear Customer Service,

I hope this letter finds you well. I am writing to inquire about my credit card account with [Bank/Credit Card Issuer Name], which is under the name [Your Name] and has the account number [Last Four Digits of Account Number].

I would like to request detailed information regarding the following:

1. [Specific inquiry #1]
2. [Specific inquiry #2]
3. [Specific inquiry #3]

Additionally, if there are any outstanding charges or issues related to my account, please provide clarification on those matters as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]