

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

[Recipient Name]
[Credit Card Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Zero Interest Credit Card Account

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about my zero interest credit card account with [Credit Card Company Name]. My account number is [Account Number].

I would like to know the following details regarding my account:

1. Current balance
2. Available credit limit
3. Any upcoming promotional expiration dates
4. Payment due dates
5. Any fees associated with the account

If you could provide this information at your earliest convenience, I would greatly appreciate it. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]