Credit Account Balance Clarification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the current balance of my credit account associated with [your account number or reference number].

Upon reviewing my recent statements, I have noticed some discrepancies that I would like to better understand. Specifically, I would appreciate it if you could provide detailed information regarding [specific transactions, dates, or amounts in question].

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve this issue as soon as possible.

Sincerely,

[Your Name]