

Letter of Inquiry to Creditor

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

I hope this letter finds you well. I am writing to inquire about my account with you, which is associated with the account number [Your Account Number]. I would like to request a detailed statement of my account, including any outstanding balances, payment history, and applicable fees.

Additionally, I would appreciate it if you could provide me with information regarding your policies on payment arrangements and any potential options for managing my account going forward.

Please let me know if there are any forms or additional information you require from me to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]