

# Letter of Request for Creditor Correspondence

[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 am writing to formally request correspondence regarding my account numbered [Account Number]. It is important for me to receive detailed information about the status of my account and any outstanding balances.

As a valued customer, I appreciate your prompt attention to this matter and look forward to your response at your earliest convenience. Please feel free to contact me via [preferred method of contact] if you require any additional information.

Thank you for your cooperation.

Sincerely,

[Your Name]