

# Subject: Inquiry Regarding Account Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding the status of my account ([Your Account Number]).

Recently, I noticed some discrepancies that require clarification. Specifically, [briefly describe the issue, e.g., "my account shows a balance that I do not recognize" or "I was informed that my account is on hold due to unresolved issues"].

I would greatly appreciate your assistance in resolving this matter. Please let me know what steps I should take or if you require any additional information from my side to address this issue promptly.

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

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]