

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

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the modifications made to my past credit agreement dated [insert date of original agreement]. Specifically, I would like to understand the details regarding the changes that were implemented, the reasons behind them, and how they may affect my current agreement.

As a valued customer, I appreciate your assistance in providing clarity on this matter. I am particularly interested in [mention any specific aspects you want clarity on, e.g., interest rates, payment terms, etc.].

Please let me know if you require any additional information from my side to facilitate this inquiry. I look forward to your prompt response to my concerns.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]