

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the current status of my account with [Company's Name]. My account number is [Account Number]. I would appreciate your assistance in providing me with the most recent information regarding my account, including any outstanding balances or recent transactions.

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

Sincerely,

[Your Name]