

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to follow up on my previous inquiries regarding my recent credit card statements. My account number is [Your Account Number].

On [Date of Previous Inquiry], I reached out about [briefly state the issue or inquiry]. I have not yet received a response, and I am eager to resolve this matter as soon as possible.

Could you please provide an update on the status of my inquiry? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]