

# Debt Inquiry Letter Template

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

Credit Card Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to inquire about the current balance on my credit card account. My account number is [Your Account Number]. I would appreciate if you could provide me with a detailed statement of my outstanding balance, including any interest or fees that may have accrued.

I would like to verify that the information you have on file is accurate and up to date. If there are any discrepancies, please inform me at your earliest convenience.

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

Sincerely,  
[Your Name]