

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of my credit account with [Company Name]. My account number is [Your Account Number].

It has been [insert duration] since my last communication regarding this account, and I would appreciate any updates you can provide on its status, including any outstanding balances or required actions on my part.

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

Sincerely,

[Your Name]