

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

[Creditor's Name]  
[Creditor's Address]  
[City, State, Zip Code]

Dear [Creditor's Name],

I hope this message finds you well. I am writing to inquire about the current status of my debt payments associated with account number [Account Number].

As of today, my records show that my last payment was made on [Last Payment Date] for the amount of [Last Payment Amount]. I would appreciate it if you could provide me with an update on my account status, including any outstanding balances and upcoming payment due dates.

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

Sincerely,

[Your Name]