

# **Subject: Request for Clarification on Credit Card Terms and Conditions**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank or Credit Card Company Name]

[Customer Service Department]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this letter finds you well. I am writing to request clarification regarding the terms and conditions of my credit card account (Account Number: [XXXX-XXXX-XXXX-XXXX]). I have recently gone through the documentation provided and have some questions that I need further explanation on.

Specifically, I would appreciate clarification on the following points:

- [Specific Term 1]
- [Specific Term 2]
- [Specific Term 3]

Thank you for your attention to this matter. I look forward to your prompt response in helping me understand the terms and conditions better.

Sincerely,

[Your Name]