

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my credit account information associated with account number [Your Account Number].

I have noticed a few discrepancies on my statements and would appreciate your assistance in resolving these issues. Specifically, I would like detailed information regarding [mention specific items or dates in question].

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

Sincerely,

[Your Name]