

# Credit Verification Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the credit status of your account with [Retailer's Name]. As part of our ongoing credit verification process, we kindly ask you to provide the necessary information regarding your account.

Please provide the following details:

- Account Number: [Insert Account Number]
- Current Balance: [Insert Current Balance]
- Payment History: [Insert Payment History]

It is important to submit this information by [Insert Due Date] to avoid any disruptions to your services or credit standing.

Thank you for your prompt attention to this matter. Should you have any questions, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Retailer's Name]

[Retailer's Address]

[City, State, Zip Code]