

Assistance with Credit Card Balance Query

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request assistance regarding my credit card balance for my account number [XXXX-XXXX-XXXX-XXXX]. I noticed some discrepancies in the recent statements and would like clarification on the following transactions:

- Date: [Transaction Date] - Amount: [Transaction Amount]
- Date: [Transaction Date] - Amount: [Transaction Amount]
- Date: [Transaction Date] - Amount: [Transaction Amount]

Could you please provide me with detailed information regarding these transactions?
Additionally, if there are any fees or charges associated, I would appreciate an explanation.

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

Sincerely,

[Your Name]