

# Credit Card Balance Inquiry

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Email Address: [Insert Your Email]

Phone Number: [Insert Your Phone Number]

To: [Credit Card Company Name]

Attention: Customer Service Department

[Credit Card Company Address]

City, State, Zip Code: [Credit Card Company City, State, Zip Code]

Dear Customer Service,

I am writing to request clarification regarding the balance on my credit card account. My account number is [Insert Account Number]. I would appreciate it if you could provide me with a detailed breakdown of my current balance as well as any applicable fees or charges that have contributed to this total.

Additionally, I would like to know about the payment history on my account and any pending transactions that may affect my balance.

Thank you for your prompt attention to this matter. Please feel free to contact me at the phone number or email address provided above if you need any further information.

Sincerely,

[Your Name]