

Credit Card Balance Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for a credit card balance check has been successfully completed.

Your current credit card balance is: **#[Insert Balance]**.

If you have any questions or require further assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Email]