

Credit Card Balance Inquiry Acknowledgement

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Thank you for your recent inquiry regarding your credit card balance. We appreciate your reaching out to us.

This is to acknowledge that we have received your request and are currently reviewing your account details. You will receive a detailed response regarding your credit card balance within [Insert Time Frame, e.g., 2-3 business days].

Should you have any additional questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]