Credit Card Balance Inquiry Response

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your inquiry regarding your credit card balance. We appreciate your attention to detail and are happy to provide you with the information you requested.

Your Credit Card Details:

Account Number: XXXX-XXXX-XXXX-[Last Four Digits]

Current Balance: $[Balance Amount]

Payment Due Date: [Due Date]

Minimum Payment Due: $[Minimum Payment]

Transaction Summary:

- **Date:** [Transaction Date] - **Description:** [Transaction Description] - **Amount:** $[Transaction Amount]
- **Date:** [Transaction Date] - **Description:** [Transaction Description] - **Amount:** $[Transaction Amount]
- **Date:** [Transaction Date] - **Description:** [Transaction Description] - **Amount:** $[Transaction Amount]

If you have any further questions or need more assistance, please do not hesitate to contact our customer service at [Customer Service Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[Company Phone Number]