

Credit Card Balance Investigation Outcome

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Customer's Name],

We are writing to inform you about the outcome of your recent investigation request regarding your credit card balance.

After a thorough review of your account and transactions, we found the following:

- Account Number: [Last Four Digits of Account]
- Reviewed Period: [Start Date] to [End Date]
- Total Charges: [Total Amount]
- Credits Applied: [Total Amount]
- Remaining Balance: [Total Amount]

Please rest assured that all transactions were accurately processed. If you have any further questions or if there are discrepancies that you would like us to look into, do not hesitate to contact us at [Customer Service Number] or reply to this letter.

Thank you for your patience during this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]