

# Credit Card Balance Inquiry Summary

Date: [Insert Date]

To: [Credit Card Company Name]

From: [Your Name]

Account Number: [Your Account Number]

Subject: Credit Card Balance Inquiry

Dear [Customer Service Team/Specific Name],

I am writing to request a summary of my current credit card balance and any recent transactions that may have contributed to it. My account number is [Your Account Number].

For your reference, I would appreciate if you could include the following details in your response:

- Total Current Balance
- Available Credit
- Recent Transactions (including dates and amounts)
- Due Date of Upcoming Payment

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]