Credit Card Account Summary Update

Date: [Insert Date]

Dear [Cardholder's Name],

We are pleased to provide you with your periodic credit card account summary for the month of [Insert Month, Year]. Please find the details of your credit card account below:

Account Information

Card Number: **** **** **** [Last Four Digits]

Account Balance: $[Current Balance]

Available Credit: $[Available Credit]

Transaction Summary

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

Payment Information

Minimum Payment Due: $[Minimum Payment]

Due Date: [Due Date]

If you have any questions regarding your account, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Your Company Name].

Sincerely,

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