

Credit Card Account Activity Check

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed statement regarding my credit card account activity for the period of [Insert Start Date] to [Insert End Date]. My account number is [Insert Account Number].

Specifically, I would like to know about the following:

- All transactions made during the specified period
- Current balance and available credit
- Any fees incurred or adjustments made

Please send the requested information to my email at [Insert Email Address] or to my mailing address listed above. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]