

Credit Card Account Status Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request verification of the status of my credit card account with [Bank Name].

Below are the details of my account:

Account Holder Name: [Your Name]

Account Number: [Last four digits of the account number]

Date of Birth: [Your Date of Birth]

Please confirm whether my account is active, the available credit limit, and any outstanding balance.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]