

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Credit Card Company Name

Company Address

City, State, Zip Code

Dear Customer Service,

I am writing to formally request proof of my credit card account. My account number is [Your Account Number]. I require this documentation for personal record-keeping and to ensure that my account information is accurate.

Please include any necessary details regarding my account status and any transactions listed for the past year. If there are any forms or identification required to process this request, please let me know at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]