

# Request for Confirmation of Credit Card Account Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of my credit card account details for security and accuracy purposes. My credit card number is [\*\*\*\* \*] (last four digits: [XXXX]) and my account name is [Your Account Name].

Due to recent concerns regarding unauthorized transactions, I would appreciate it if you could confirm the following information:

- Account balance
- Recent transactions
- Account status

Please send the confirmation at your earliest convenience. Should you require any further information to process my request, feel free to contact me using the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]