

Request for Credit Card Account Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, ZIP Code]

Dear [Bank's Customer Service Department/Specific Person's Name],

I am writing to request confirmation of my credit card account information. My details are as follows:

- Account Holder Name: [Your Name]
- Credit Card Number (last four digits): [XXXX]
- Date of Birth: [Your Date of Birth]

Please verify that my account is active and that all personal and billing information is up to date. This request is important for my personal records and to ensure my account's security.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]