

Letter of Clarification on Credit Card Grace Period Benefits

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to seek clarification regarding the grace period benefits associated with my credit card account (Account Number: [Your Account Number]).

After reviewing my recent statements and terms and conditions, I have some questions about how the grace period applies in terms of late payments and the calculation of interest.

Specifically, I would appreciate your assistance in providing details on:

- The duration of the grace period for new purchases.
- How payments made after the due date affect the grace period.
- Any exceptions that may apply to the grace period policy.

Your prompt response to this inquiry would be greatly appreciated, as it will help me make informed decisions regarding my account management.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]