

Inquiry Regarding Credit Card Recurring Payment Status

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the recurring payments associated with my credit card, [insert last four digits of your card number], which I have set up for [describe the service or product].

As of [insert specific date], I noticed that there have been discrepancies in the billing cycles, and I would like to clarify whether these payments are being processed correctly.

Please let me know if any issues have arisen regarding my account, or if further information is needed from my side to resolve this matter. I appreciate your attention to this inquiry and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]