

Clarification Needed for Outstanding Credit Card Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification concerning my outstanding credit card payments for account number [Insert Account Number].

Upon reviewing my account statements, I noticed discrepancies regarding the amounts and due dates of recent payments. Specifically, I would like to understand [mention specific issues or transactions].

I kindly request detailed information on these outstanding payments to ensure that I am aligned with my financial obligations. Your prompt assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]