

Letter Providing Information to a Client about His Account

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

It is to inform you that you made a request in order to know the current details of your account. Being your customer service representative, I have checked your account details. After looking into your account, I am hereby informing you that the current credit in your account is [enter amount], while your credit limit is [enter limit]. You are subjected to the monthly billing of [enter amount] and you made the last transaction on [enter date]. All these details are according to today's record.

The detailed documents are enclosed with the letter.

For further queries please contact at 0000000.

[You're Name]

[Senders Title] -Optional-