

Account Credit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a credit to my account [Account Number]. The reason for this request is [briefly explain reason for credit request].

Included with this letter are supporting documents that substantiate my request:

- [Document 1]
- [Document 2]
- [Document 3]

I would appreciate your prompt attention to this matter and look forward to your favorable response. Please feel free to contact me at the above phone number or email address should you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]