

# Credit Payment Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a resolution regarding the payment related to my credit account, account number [Your Account Number]. I have noticed discrepancies in my recent credit statement dated [Insert Date of Statement] that may require your immediate attention.

According to the statement, [briefly explain the issue, e.g., overcharge, incorrect billing, etc.]. I would appreciate it if you could investigate this matter promptly and provide me with clarification or the necessary corrections.

Please find attached any relevant documentation for your review. I look forward to your prompt response so we can resolve this matter quickly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]