

Credit Payment Status Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of a credit payment associated with my account, referenced under [insert account or transaction number].

As of today, I have not yet received confirmation of the payment, which was scheduled for [insert due date]. I would appreciate it if you could provide me with an update on this matter.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]