

Inquiry Regarding Overlooked Credit Payment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a potential oversight regarding my recent credit payment. My account number is [Your Account Number].

I have noticed that my last payment made on [Date of Payment] has not been reflected in my account statement, and I would appreciate your assistance in resolving this matter.

Thank you for your prompt attention to this issue. I look forward to your reply.

Sincerely,
[Your Name]