

Rectification Request for Missed Credit Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Rectification Request for Missed Credit Payment

Dear [Recipient's Name],

I am writing to formally request a rectification regarding a missed payment on my credit account (Account Number: [Insert Account Number]). I noticed that my payment, which was due on [Insert Due Date], has not been processed.

Due to [briefly explain the reason for the missed payment, e.g., unexpected financial difficulties, technical issues, etc.], I was unable to make the payment on time. I have taken immediate steps to ensure this does not happen again, including [mention any actions taken to prevent future occurrences, e.g., setting up automatic payments].

I kindly request that you review my account and consider waiving any late fees and reporting this missed payment to the credit bureaus as "paid on time." I appreciate your understanding and assistance in rectifying this issue.

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

Sincerely,

[Your Name]