

# Request for Review of Overlooked Credit Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my account regarding a credit payment that appears to have been overlooked.

Account Number: [Your Account Number]

Payment Due Date: [Due Date]

Amount: [Amount]

Despite my efforts to ensure timely payment, I have not seen the transaction reflected in my account. I have attached documentation supporting my claim and would appreciate your prompt attention to this matter.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]