

Support Letter for Payment Issue Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention a payment issue that I am currently experiencing with my account ([Account Number]). I have noticed that [briefly describe the issue, e.g., a payment was not processed, overcharge, etc.] on [date of the transaction].

I have attempted to resolve this matter by [mention any steps you have taken, e.g., contacting customer service, checking account details, etc.], but unfortunately, I have not received a satisfactory resolution.

I would greatly appreciate your assistance in resolving this matter as soon as possible. Please let me know if you need any further information from my side to expedite the process.

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

Sincerely,

[Your Name]