

# Retail Account Credit Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a resolution regarding the credit on my retail account, account number [Account Number]. I have reviewed my recent statements and have observed discrepancies that require clarification.

Specifically, I noticed [briefly describe the issue, e.g., an incorrect charge, a missing payment, etc.]. I have attached relevant documentation to support my claim.

I kindly ask that you look into this matter at your earliest convenience and provide a resolution. If further information is needed, please do not hesitate to contact me.

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

Sincerely,

[Your Name]