

Transaction Confirmation Request

Date: [Insert Date]

To: [Credit Card Company Name]

Address: [Credit Card Company Address]

Dear [Customer Service Department/Specific Name],

I am writing to request confirmation of a recent transaction made with my credit card.

Transaction Details:

- **Transaction Date:** [Insert Transaction Date]
- **Transaction Amount:** [Insert Amount]
- **Merchant Name:** [Insert Merchant Name]
- **Last Four Digits of Card:** [Insert Last Four Digits]

I would appreciate it if you could provide me with confirmation of this transaction, including any relevant details related to it.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]