

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Release of Credit Card Hold

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the release of a hold placed on my credit card account ([Your Credit Card Number]) due to [brief reason for the hold, e.g., a recent transaction dispute, etc.].

Details of the hold are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Hold Amount: [Amount on Hold]
- Date of Hold: [Date Hold was Placed]

I kindly ask you to review this matter and facilitate the release of the hold at your earliest convenience. If any additional documentation or information is needed, please do not hesitate to contact me.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]