

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Subject: Request for Release of Credit Card Hold

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the release of the hold placed on my credit card account, with the account number ending in [last four digits of your card number].

The hold was placed on [date of the hold] for the reason of [briefly explain reason if known, e.g., a pending transaction or verification process]. However, the matter has now been resolved, and I kindly ask that you release the hold at your earliest convenience as it is affecting my ability to use the card.

If you require any further information or documentation to facilitate this process, please do not hesitate to contact me. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]