

Inquiry for Credit Card Hold Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent hold adjustment on my credit card account ([Your Card Number or Account Number]). I noticed that there has been a hold on my account, and I would like to get some clarification regarding the reason and duration of this hold.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Could you please provide information on why this hold was placed and any steps I can take to expedite the adjustment process? I appreciate your prompt attention to this matter, as it affects my ability to manage my finances effectively.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]