

Request to Lift Credit Card Hold

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request the removal of the hold placed on my credit card account, number [Your Credit Card Number]. The hold was implemented on [Date], and it has caused significant inconvenience in my financial planning.

I believe that the hold may have been placed in error, as [briefly explain your situation, e.g., "I have made my payments on time and have always adhered to the terms of use"]. I have attached any relevant documents for your review.

Given my history as a valued customer, I kindly ask for your assistance in lifting this hold at your earliest convenience. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]