

# Follow-Up on Credit Card Payment Due Date Change Request

Date: [Insert Date]

To: [Credit Card Company Name]

Attention: Customer Service Department

Dear [Customer Service Representative's Name or "Customer Service Team"],

I hope this message finds you well. I am writing to follow up on my previous request regarding a change in the due date for my credit card payment. My account number is [Insert Account Number]. I submitted this request on [Insert Original Request Date] and wanted to inquire about the status of my application.

Due to [brief reason for due date change request, e.g., changes in my payment schedule], it would be greatly beneficial if my payment due date could be adjusted to [insert desired due date].

I appreciate your attention to this matter and look forward to your prompt response. If you require any additional information or documentation, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]