

Follow-up on Unresolved Credit Card Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Credit Card Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous correspondence regarding the unresolved payment issue on my credit card account ([Account Number]). Despite my earlier inquiry on [Date of Previous Inquiry], I have yet to receive a satisfactory response or resolution.

As of today, the amount of [Insert Amount] remains outstanding, and I am concerned about any potential impact this may have on my credit status. I would appreciate your urgent attention to this matter.

Thank you for your prompt action in resolving this issue. Please contact me at your earliest convenience to discuss this matter further.

Sincerely,

[Your Name]