

Subject: Request for Information on Pending Credit Card Charges

Dear [Credit Card Company Name],

I hope this message finds you well. I am writing to formally request information regarding some pending charges on my credit card account (Account Number: [Your Account Number]). I noticed several transactions that are currently in a pending status, and I would appreciate your assistance in providing clarification on these charges.

Here are the details of the pending transactions:

- Date: [Date of Transaction] - Amount: [Amount]
- Date: [Date of Transaction] - Amount: [Amount]
- Date: [Date of Transaction] - Amount: [Amount]

I would like to understand the nature of these charges and any additional information you can provide to help clarify them. Your prompt response will be greatly appreciated as it will assist me in keeping my records accurate and up to date.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]