

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding the unresolved transactions on my credit card account [Your Account Number]. Despite reaching out on [Date of First Contact] and providing all necessary documentation, I have yet to receive a resolution to my inquiry.

The specifics of the transactions in question are as follows:

- Date of Transaction: [Date]
- Merchant: [Merchant Name]
- Amount: [Amount]
- Transaction Reference Number: [Reference Number]

I kindly request an update on the status of my case. If further information is needed, please do not hesitate to let me know.

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

Sincerely,

[Your Name]