

Subject: Inquiry Regarding Credit Card Transaction Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of a credit card transaction made on [Date of Transaction], with the reference number [Transaction Reference Number].

As of today, I have not seen the transaction reflected on my statement, and I would appreciate your assistance in clarifying this matter. Please let me know if any additional information is required from my end.

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

Sincerely,

[Your Name]

[Your Contact Information]