

Notification Request for Unprocessed Credit Card Purchases

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a notification regarding the unprocessed transactions on my credit card account (Number: [Insert Last Four Digits]). It has come to my attention that certain purchases made on [Insert Date(s)] have not been reflected in my account statement.

Details of the transactions in question are as follows:

- Transaction 1: [Description, Date, Amount]
- Transaction 2: [Description, Date, Amount]
- Transaction 3: [Description, Date, Amount]

I would appreciate it if you could look into these matters and provide me with an update at your earliest convenience. Should you need any further information to aid your investigation, please do not hesitate to reach out to me.

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

Sincerely,

[Your Name]