

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Clarification on Pending Credit Card Transaction

Dear [Bank Representative's Name],

I hope this message finds you well. I am writing to request clarification regarding a pending transaction on my credit card account (Account Number: [Your Account Number]) dated [Transaction Date]. The transaction was for [Transaction Amount] at [Merchant Name].

As of today, this transaction is still listed as pending, and I would appreciate any information you can provide regarding the status and expected resolution time for this transaction.

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

Sincerely,

[Your Name]