

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request information regarding the pending status of a credit card transaction on my account. The details of the transaction are as follows:

- Transaction Date: [Insert Transaction Date]
- Transaction Amount: [Insert Transaction Amount]
- Merchant Name: [Insert Merchant Name]
- Last Four Digits of Card: [Insert Last Four Digits]

Please provide me with an update on this transaction at your earliest convenience. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]