

Subject: Request for Update on Credit Card Transaction Hold

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an update regarding a hold on my credit card transaction that was placed on [Transaction Date] for the amount of [Transaction Amount]. My account number is [Your Account Number].

I would appreciate any information you can provide regarding the status of this hold and the expected timeline for resolution. Thank you for your attention to this matter.

Sincerely,

[Your Name]