

Credit Card Direct Settlement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Representative,

I am writing to formally request a direct settlement for emergency expenses charged to my credit card account. My account number is [Insert Credit Card Number]. Due to unforeseen circumstances, I have incurred necessary expenses that require immediate attention.

The details of the emergency expenses are as follows:

- Expense 1: [Description and Amount]
- Expense 2: [Description and Amount]
- Expense 3: [Description and Amount]

I would appreciate your assistance in processing this direct settlement as soon as possible. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]