

Credit Card Direct Settlement Request

Date: [Insert Date]

To,

[Insert Bank Name]

[Insert Bank Address]

[Insert City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a direct settlement for my recent online purchases made using my credit card ([Insert Card Number]). The details of the transactions are as follows:

- Transaction Date: [Insert Date]
- Merchant Name: [Insert Merchant Name]
- Transaction Amount: [Insert Amount]
- Transaction Reference Number: [Insert Reference Number]

Due to [reason for direct settlement, e.g., urgency, error, etc.], I kindly request your assistance in facilitating the direct settlement of these transactions at your earliest convenience.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] for any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]