

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Date

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concern regarding the misapplication of credits on my account (Account Number: [Your Account Number]). Despite several attempts to resolve this issue informally, I have not seen any satisfactory action taken.

On [date of transaction], I was issued credits amounting to [amount], which have not been reflected correctly in my account. I have attached supporting documentation for your reference.

The misapplied credits have caused significant inconvenience, and I request that this matter be addressed promptly. I would appreciate it if you could rectify the error and confirm the correct application of credits by [date].

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

Sincerely,

[Your Name]

[Your Contact Number]