

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Resolution of Credit Issue - Account Number [Your Account Number]

Dear [Creditor's Name/Customer Service Department],

I hope this letter finds you well. I am writing to formally address a credit issue associated with my account number [Your Account Number]. [Briefly describe the credit issue you are experiencing, including any relevant dates, charges, or transactions. Be specific and concise.]

I have taken the following steps to resolve this issue:

1. [Step 1]
2. [Step 2]
3. [Step 3]

To support my case, I have enclosed the following documentation:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request your assistance in resolving this matter promptly. I would appreciate your response within [timeframe, e.g., 30 days] from the date of this letter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]