

Formal Complaint

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the incorrect credit details associated with my account ([Your Account Number]). Upon reviewing my recent statements, I noticed discrepancies that I believe require immediate attention.

Specifically, the following details are incorrect:

- [List the incorrect details]
- [Additional incorrect details if necessary]

I kindly request that you investigate this matter and rectify the discrepancies at your earliest convenience. I am attaching relevant documents to support my claims for your reference.

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]