

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

Credit Card Company Name
Company Address
City, State, Zip Code

Subject: Request for Billing Statement Corrections

Dear [Credit Card Company Name],

I am writing to formally request corrections to my billing statements in compliance with credit laws. My account number is [Your Account Number]. I have identified discrepancies in my recent statements dated [List Dates] that I believe require your immediate attention.

Please find attached documentation outlining the errors, including copies of my statements and any relevant correspondence. I kindly ask that you review this information and correct the inaccuracies at your earliest convenience.

According to the Fair Credit Billing Act, I expect a response to my request within 30 days. Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]