

Credit Card Statement Adjustment Request

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

Customer Service Department
[Credit Card Company Name]
[Company Address]
City, State, Zip Code

Dear Customer Service,

I am writing to request an adjustment to my credit card statement regarding an overpayment on my account. My account number is [Your Account Number].

On [Date of Overpayment], I made a payment of [Amount Paid] which was more than my outstanding balance of [Outstanding Balance]. Despite this overpayment, I have not yet seen a correction made to my current statement.

Therefore, I would like to request that you review my account and adjust my statement to reflect the overpayment. Please let me know if you require any further information to facilitate this adjustment.

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

Sincerely,
[Your Name]