

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Clarification Required for Billing Errors on Credit Card Statement

Dear Customer Service,

I am writing to bring to your attention some discrepancies I have noticed on my recent credit card statement for the billing period of [insert billing period]. My account number is [insert account number].

Upon review, I found the following errors:

- [Description of the first error with date and amount]
- [Description of the second error with date and amount]
- [Description of the third error with date and amount]

I kindly request a thorough review of these charges and clarification regarding the reasons for these discrepancies. If any corrections need to be made, I would appreciate it if you could initiate those adjustments at your earliest convenience.

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

Sincerely,

[Your Name]