

Credit Card Statement Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a correction on my credit card statement for the account number [Insert Account Number]. I have recently reviewed my statement for the billing period of [Insert Billing Period], and I noticed discrepancies in my balance.

Specifically, the balance reflected on my statement is [Insert Incorrect Balance], but based on my calculations and recorded transactions, the correct balance should be [Insert Correct Balance]. This discrepancy appears to be due to [Briefly explain the reason, if known, such as "an error in the posting of a payment"].

To assist with the correction process, I have attached copies of relevant documents, including my previous statement and any receipts or transaction records.

I kindly request that you review this matter at your earliest convenience and offer a resolution. Please let me know if you require any further information or documentation from my side.

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

Sincerely,

[Your Name]