

Credit Card Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Customer Service Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about missing transactions on my recent credit card statement for account number [Last 4 Digits of Card].

Upon reviewing my statement for the billing period of [Insert Billing Period], I noticed that the following transactions are missing:

- [Transaction Date] - [Transaction Description] - [Transaction Amount]
- [Transaction Date] - [Transaction Description] - [Transaction Amount]

Could you please provide clarification regarding these missing transactions? If there was an error processing these transactions, I would appreciate your assistance in resolving the matter.

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

Sincerely,

[Your Name]