

Credit Card Billing Error Dispute

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 dispute a billing error on my credit card account. The account number is XXXX-XXXX-XXXX-XXXX. On my recent statement received on [insert date], I noticed an incorrect charge.

The charge in question is for [insert description of the charge] dated [insert date] for the amount of [insert amount]. I believe this charge is incorrect because [briefly explain the reason, e.g., it was unauthorized, a duplicate charge, etc.].

Please investigate this error and correct my account. I have attached copies of relevant documents for your review, including the transaction record and any correspondence related to this issue.

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

Sincerely,
[Your Name]