

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

Recipient's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to inquire about certain discrepancies I have noticed in my credit account with your company, account number [Your Account Number]. After reviewing my recent statements, I have identified several charges that do not match my records.

Specifically, I would like to address the following transactions:

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

I kindly request your assistance in clarifying these discrepancies. If you could provide me with detailed information regarding these transactions, I would greatly appreciate it. Additionally, if there are any required documents or forms I need to complete for this inquiry, please let me know.

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

Sincerely,

[Your Name]