

# Request for Rectifying Transaction Discrepancy

Date: [Insert Date]

To,

Customer Service Department  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to bring to your attention a discrepancy that has occurred in my recent transaction with your company. The details are as follows:

- **Transaction ID:** [Insert Transaction ID]
- **Date of Transaction:** [Insert Date]
- **Amount Charged:** [Insert Amount]
- **Description of the Issue:** [Briefly describe the issue]

I kindly request you to investigate this matter and rectify the discrepancy at your earliest convenience. Please let me know if you require any further information to expedite the resolution of this issue.

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

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]