

# Letter of Appeal for Incorrect Credit Card Statement

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

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

Dear Customer Service,

I am writing to formally appeal the recent statement issued for my credit card account (Account Number: [Insert Account Number]). Upon reviewing my statement dated [Insert Statement Date], I have noticed several discrepancies that I believe require correction.

The following charges appear to be incorrect:

- [Description of Charge 1] - [Amount] on [Date]
- [Description of Charge 2] - [Amount] on [Date]
- [Description of Charge 3] - [Amount] on [Date]

These charges do not reflect my transaction history, and I have attached supporting documents for your review.

I kindly request that you investigate these discrepancies and make the necessary adjustments to my account. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]