

Request for Credit Card Charge Correction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Person's Name],

I am writing to formally request a correction to a charge on my credit card account (Account Number: [last four digits of your card]).

On [insert date of charge], I noticed a charge of [insert amount] from [insert merchant name]. I believe this charge is in error because [briefly explain reason for correction, e.g., "I was charged twice for the same purchase" or "I did not authorize this charge"].

I have attached relevant documents for your review, including [mention any attached documents such as receipts or statements].

I would appreciate your prompt attention to this matter and request a correction at your earliest convenience. Please confirm receipt of this letter and provide me with updates on the status of my request.

Thank you for your assistance.

Sincerely,

[Your Name]