

# Request for Review of Credit Card Billing Error

[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 Team,

I am writing to formally request a review of a billing error I have encountered on my credit card statement for the billing period of [insert billing period]. My account number is [insert account number].

The specific charge in question is [insert charge details, including date and amount]. I believe this charge is erroneous because [briefly explain the reason for the dispute].

I have attached relevant documentation to support my claim, including [list any enclosed documents or statements]. I kindly request that you investigate this matter and provide a resolution at your earliest convenience.

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

Sincerely,

[Your Name]