

# Inquiry Regarding Credit Card Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Credit Card Company's Name]

[Credit Card Company's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request clarification regarding some charges on my credit card statement dated [Insert Date of Statement]. I have noticed several fees that seem unusual and I would like to inquire about their legitimacy.

Details of the questionable fees are as follows:

- Transaction Date: [Insert Date] - Amount: \$[Insert Amount] - Description: [Insert Description]
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- Transaction Date: [Insert Date] - Amount: \$[Insert Amount] - Description: [Insert Description]

Could you please provide an explanation for these fees, and inform me if any corrective measures can be taken?

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

Sincerely,

[Your Name]