

# Notification of Billing Error

Date: [Date]

To: [Credit Card Company Name]

Address: [Credit Card Company Address]

Account Number: [Account Number]

Dear [Customer Service Department/Specific Contact Name],

I am writing to inform you of a billing error that I have noticed on my most recent credit card statement dated [Statement Date]. Upon reviewing my account, I found the following discrepancy:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Description: [Transaction Description]

This charge appears to be incorrect because [Explain Reason for Discrepancy]. I kindly request that you investigate this matter and correct any errors on my account.

Please let me know if you require any additional information to assist in this investigation. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]