

Subject: Request for Clarification on Credit Card Charges

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to request clarification regarding some charges I noticed on my recent credit card statement dated [insert date].

The charges in question are as follows:

- Charge 1: [Description] - [Amount] - [Date]
- Charge 2: [Description] - [Amount] - [Date]
- Charge 3: [Description] - [Amount] - [Date]

Could you please provide more details about these charges? Specifically, I would like to know:

1. The merchant associated with each charge.
2. The reason for the charges.
3. Any relevant transaction references.

Thank you for your assistance in resolving this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]