

Credit Card Account Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Credit Card Issuer's Name]

[Issuer's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request an adjustment to my credit card account ([Credit Card Number / Last Four Digits]). I have recently reviewed my account statement and noticed some discrepancies that I would like to bring to your attention:

- [Explain the first discrepancy, including dates and amounts]
- [Explain the second discrepancy, including dates and amounts]
- [Additional discrepancies can be added as necessary]

I kindly ask you to review these transactions and make the necessary adjustments to my account. I have attached relevant documentation to support my request.

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

Sincerely,

[Your Name]