

Challenge for Erroneous Credit Entry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally challenge an erroneous credit entry on my account, number [Insert Account Number], that was recorded on [Insert Date of Entry]. The details of this inaccurate entry are as follows:

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

After reviewing my account, I have determined that this credit entry is incorrect. [Briefly explain reason for the challenge, e.g., "The transaction was not authorized" or "I received a different amount"].

I kindly request that you investigate this matter and make the necessary corrections to my account. Please respond to this letter within [Insert Time Frame, e.g., 30 days] to confirm that you have received my challenge and are addressing the issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]