

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding some discrepancies I have noticed on my recent overseas charges that appeared on my statement dated [Statement Date].

Details of the discrepancies are as follows:

- Date: [Date of Charge]
- Amount: [Charge Amount]
- Description: [Charge Description]

These charges do not align with my records, and I would appreciate it if you could provide an explanation for these discrepancies. If possible, please include any supporting documentation that may clarify these transactions.

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

Sincerely,

[Your Name]