

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Credit Card Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to request clarification regarding a foreign transaction that appeared on my recent credit card statement. The transaction in question occurred on [insert date] and is identified by the reference number [insert reference number].

As I strive to maintain accurate records of my finances, I would appreciate your assistance in providing details about this transaction, including the merchant name, the amount, and any additional fees that may have been applied.

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

Sincerely,
Your Name