

Petition for Credit Card Billing Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Billing Adjustment for Account #[Your Account Number]

Dear [Credit Card Company Customer Service/Specific Department],

I am writing to formally request an adjustment to my recent credit card billing statement for account number [Your Account Number]. Upon reviewing my statement, I have noticed discrepancies that I believe require your attention.

The specific charges in question are as follows:

- [Date of Charge 1] - [Description of Charge 1] - [Amount]
- [Date of Charge 2] - [Description of Charge 2] - [Amount]

According to my records, [briefly explain the reasons for your dispute or the basis for the adjustment request]. I have attached supporting documentation to help clarify my position.

I kindly ask that you review my account and provide an adjustment for the inaccurate charges listed above. I appreciate your assistance in rectifying this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]