

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to inquire about some charges on my credit card statement dated [Statement Date].  
The charges are as follows:

- Charge Date: [Date] - Amount: [\$Amount] - Description: [Description]
- Charge Date: [Date] - Amount: [\$Amount] - Description: [Description]

I do not recognize these charges and would appreciate your assistance in providing more details regarding them. Please let me know if you require any further information from my side.

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

Sincerely,  
[Your Name]