

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank's Customer Service Department],

I am writing to request clarification regarding some discrepancies that I have noticed in my recent credit card statement for the account number [XXXX-XXXX-XXXX-XXXX].

Specifically, I would like to understand the details of the following transactions:

- [Transaction Date] - [Transaction Amount] - [Transaction Description]
- [Transaction Date] - [Transaction Amount] - [Transaction Description]

If you could provide a detailed explanation for these charges, it would be greatly appreciated. Please let me know if you require any additional information from my side to expedite this process.

Thank you for your assistance.

Sincerely,

[Your Name]