

# Billing Discrepancy Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Billing Discrepancy for Account #[Insert Account Number]

Dear [Customer Service/Specific Department],

I am writing to bring to your attention a discrepancy I have found on my recent credit card statement for account #[Insert Account Number].

Upon reviewing my statement for the billing cycle of [Insert Billing Cycle Dates], I noticed a charge of \$[Insert Amount] on [Insert Date of Charge] that I do not recognize.

For your reference, I have attached a copy of my statement highlighting the charge in question.

Could you please investigate this issue and provide me with clarification? If this charge is in error, I would appreciate it being removed promptly. Additionally, please confirm any actions taken on this matter.

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

Sincerely,

[Your Name]