

Billing Error Notification

Date: [Insert Date]

[Card Issuer's Name]

[Card Issuer's Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute a billing error on my credit card statement dated [Insert Statement Date]. My account number is [Insert Account Number].

The error involves a charge of [Insert Amount] on [Insert Date of Charge] for [Describe the Transaction]. I believe this charge is incorrect due to [Explain Reason for Dispute].

Enclosed are copies of relevant documents supporting my position, including [List any included documents, e.g., receipts, statements].

According to the Fair Credit Billing Act, I would like to request an investigation into this billing error and an adjustment to my account as needed. Please confirm that my dispute is being processed and keep me updated on the status.

Thank you for your attention to this matter. I appreciate your prompt assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]