

# Credit Card Billing Adjustment Request

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

[Credit Card Company Name]  
[Customer Service Address]  
[City, State, Zip Code]

Dear [Customer Service Team],

I am writing to formally request an adjustment to my credit card billing statement for the account number ending in [last four digits of your card]. I have reviewed my billing statement for the period of [billing period] and noticed a discrepancy related to [briefly describe the issue, e.g., an unauthorized charge, double charge, etc.].

The details of the charge in question are as follows:

- Date of Transaction: [Transaction Date]
- Amount: [Transaction Amount]
- Description: [Description of Transaction]

I have attached [mention any supporting documents such as receipts, statements, or prior correspondence] to assist in the resolution of this matter. I kindly ask that you review this matter at your earliest convenience and provide me with an update regarding the adjustment.

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

Sincerely,

[Your Name]