Credit Card Charge Correction Request

Date: [Insert Date]

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

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

Dear [Customer Service Department/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a correction regarding a charge on my credit card statement.

Details of the charge are as follows:

- Account Holder Name: [Your Name]
- Credit Card Number (last four digits): [XXXX]
- Date of Charge: [Charge Date]
- Amount Charged: $[Charge Amount]
- Description of Charge: [Charge Description]

Upon reviewing my statement, I noticed that this charge appears to be inaccurate. [Briefly explain the reason for the request for correction, e.g., unauthorized charge, duplicate charge, etc.].

I would appreciate your prompt attention to this matter and a correction of the charge at your earliest convenience. Please let me know if you require any further information or documentation to assist in this process.

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

Sincerely,

[Your Name]