

Credit Card Statement Correction Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Customer Service Address]

[City, State, ZIP Code]

Subject: Correction Notice for Credit Card Statement

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request a correction of discrepancies found in my recent credit card statement dated [insert statement date]. After reviewing my transactions, I have identified the following errors:

- Transaction on [insert date]: Incorrect amount of [insert incorrect amount], should be [insert correct amount]
- Transaction on [insert date]: Unauthorized charge of [insert amount], please investigate
- [Add any additional discrepancies if necessary]

For your reference, I have enclosed copies of my statement along with any supporting documentation relevant to these issues.

Please rectify these errors at your earliest convenience and inform me of the updates made to my account. If you need any further information or documentation, feel free to contact me at [insert phone number] or [insert email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]