

Credit Card Transaction Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to inquire about a transaction made using my credit card on [Insert Date of Transaction]. The details are as follows:

- Transaction Amount: [Insert Amount]
- Merchant Name: [Insert Merchant Name]
- Transaction Reference Number: [Insert Reference Number]

Could you please provide me with further details regarding this transaction? I would like to confirm its legitimacy and ensure that no unauthorized activity has occurred.

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

Sincerely,

[Your Name]