

Credit Card Account Issue Report

Date: [Insert Date]

To: [Credit Card Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally report an issue related to my credit card account. My account number is [Insert Account Number].

Details of the Issue:

- Date of Transaction: [Insert Date]
- Transaction Amount: [Insert Amount]
- Description of Issue: [Provide a detailed description of the issue]

I kindly request that you investigate this matter at your earliest convenience and provide me with an update on the resolution process. If further information is required, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]