

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

Customer Service

Axis Bank

[Bank's Address]
[City, State, Zip Code]

Subject: Request for Correction of Credit Card Statement

Dear Customer Service,

I hope this letter finds you well. I am writing to request a correction in my recent credit card statement for my Axis credit card (Card Number: XXXX-XXXX-XXXX-XXXX) for the billing cycle ending [date].

Upon reviewing my statement, I have identified the following discrepancies:

1. [Description of the transaction that needs correction - e.g., date, amount, merchant name]
2. [Description of any additional discrepancies, if applicable]

I kindly ask you to investigate these transactions and provide me with an updated statement reflecting the correct information. Please find attached any supporting documents needed for your review.

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

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)