

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

Customer Service Department

[Credit Card Issuer's Name]

[Issuer's Address]

[City, State, Zip Code]

Subject: [Brief Description of Issue]

Dear Customer Service,

I am writing to bring to your attention an issue I have encountered with my credit card account ([Your Account Number]).

[Explain the issue in detail, including relevant dates, amounts, and any specific transactions if applicable. Be clear and concise.]

I kindly request your assistance in resolving this matter. Please let me know if you require any further information to facilitate a prompt resolution.

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

Sincerely,

[Your Name]