

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

[Credit Card Company Name]
[Address of Credit Card Company]
[City, State, Zip Code]

Subject: Dispute of Credit Card Statement Error

Dear [Customer Service Department or Specific Person's Name],
I am writing to formally dispute an error I have found on my credit card statement for account number [your account number]. Upon reviewing my recent statement dated [statement date], I noticed the following charge that I believe is incorrect:

- Date of Charge: [date of transaction]
- Amount: \$[amount]
- Merchant: [merchant name]

I believe this charge is erroneous because [brief explanation of why the charge is incorrect, e.g., it was not authorized, a different amount was charged, etc.].

I kindly request that you investigate this matter and provide clarification regarding this charge. I have attached relevant documentation, including copies of receipts and any correspondence related to this dispute for your reference.

Please confirm receipt of this letter and let me know the next steps in resolving this issue. I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]