

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

Customer Service

TD Bank

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

Subject: Credit Card Payment Error

Dear TD Bank Customer Service,

I hope this message finds you well. I am writing to bring to your attention an error concerning a recent payment on my TD Bank credit card account (Account Number: XXXX-XXXX-XXXX-XXXX).

On [date of payment], I made a payment of [amount] through [method of payment, e.g., online payment, check]. However, I noticed [describe the error, e.g., the payment was not applied to the account, incorrect amount charged, etc.].

I kindly request that you look into this matter and rectify the error at your earliest convenience. I have attached [any relevant documents, receipts, screenshots, etc.] for your reference.

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

Sincerely,

[Your Name]

[Your TD Bank Customer ID or Any Relevant Account Information]