

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

Customer Service

TD Bank

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

Subject: Credit Card Statement Reconciliation Request

Dear TD Bank Customer Service,

I hope this letter finds you well. I am writing to request a reconciliation of my credit card statement for the account number ending in [last four digits of your credit card].

Upon reviewing my recent statement dated [statement date], I noticed a discrepancy involving the transaction on [transaction date] for the amount of [transaction amount]. I believe this transaction is incorrect due to [brief explanation of the issue, e.g., "a charge that I did not authorize" or "an error in the billed amount"].

I have attached copies of relevant documentation, including receipts and previous statements for your reference.

I kindly ask you to review this matter at your earliest convenience and provide me with a detailed explanation or adjustment regarding this transaction. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Account Number (optional)]

Attachments: [List any documents you are enclosing, e.g., receipts, previous statements]