

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

Customer Service Department
Volkswagen Credit
[Address]
[City, State, Zip Code]

Dear Volkswagen Credit Customer Service,

Subject: Clarification Needed Regarding Credit Card Statement

I hope this letter finds you well. I am writing to seek clarification regarding my recent credit card statement dated [insert date of statement].

Specifically, I have observed the following discrepancies that I would appreciate your assistance in addressing:

1. [Describe the first discrepancy, including dates and amounts]
2. [Describe the second discrepancy, if applicable]
3. [Additional discrepancies, if any]

I kindly request a detailed explanation of these items and any supporting documentation that could help clarify the charges listed on my statement. Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your VW Credit Account Number]