

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

Customer Service Department  
VW Credit Card Services

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

Subject: Billing Issue with VW Credit Card Account #[Your Account Number]

Dear Customer Service Team,

I hope this message finds you well. I am writing to bring to your attention a billing issue I have encountered with my VW credit card account.

On [specific date], I noticed a discrepancy on my billing statement (Statement Date: [statement date]), where I was charged [specific charge or amount] that I believe is incorrect due to [brief explanation of the issue, e.g., unauthorized charge, double charge, error in payment processing].

I have attached copies of my statements and any relevant documentation to support my claim. I kindly request that you investigate this matter and provide clarification regarding this charge.

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

Sincerely,

[Your Name]  
[Your Account Number]