

Sample Complaint Letter for Incorrect Credit Card Statement

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

[Credit Card Issuer Name]
[Billing Inquiries Department, if known]
[Issuer Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Incorrect Credit Card Statement

Dear Sir or Madam,

I am writing to bring to your attention errors I have identified in my recent credit card statement for account number **[Your Account Number]**, covering the billing period of **[Statement Period]**.

Upon reviewing the statement, I noticed the following discrepancies:

- **Unauthorized Charge(s):** [List and briefly describe any charges you did not authorize, including date, amount, and merchant name]
- **Calculation Mistakes:** [Detail any errors in how totals, interest, or other amounts were calculated]
- **Missing Credits or Payments:** [Describe any payments or credits you made that do not appear on the statement]

I kindly request that you investigate these discrepancies at your earliest convenience. I have attached copies of all relevant documentation, including receipts, payment confirmations, and the disputed statement, to aid in your review.

Please provide a written response regarding the outcome of your investigation and let me know of any steps I should take while this matter is being resolved. I ask that you correct these errors promptly to ensure my account and credit history remain accurate.

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

Sincerely,
[Your Name]