

Credit Card Holder's Inquiry Concerning Billing Error

TO: _____(1)_____

_____ (2) _____

Name of cardholder: _____(3)_____

Cardholder's address: _____(4)_____

Credit Card account Number: _____(5)_____

On the periodic billing statement dated ____ (6) _____, 19__ (7)_, for the above-numbered credit card account, I determined there was a billing error; specifically:

(DESCRIBE ERROR)

It is my belief that the posting of such debit is incorrect because:

(DISCUSS REASON)

Please be advised that the billing error described above does not concern any dispute with respect to value, quality, or quantity of the goods obtained through use of my credit card.

I would appreciate that the billing error be corrected, or that you otherwise respond to this inquiry, at your earliest convenience.

Dated _____ (8) _____, 19__ (9)_.
_____ (10) _____