

Date: _____
Credit Card Company: _____
Street Address: _____
City, State & Zip: _____

Sent Via Certified Mail – Return Receipt Requested

Dear Sir/Madam:

I am writing to dispute a billing error on my account in the amount of \$ _____
for _____.

The amount is inaccurate because _____

The following supporting documents are enclosed for your review:

1. _____
2. _____
3. _____

I am requesting that the error be corrected, that any finance or other charges related to the disputed amount be credited as well and that I receive an accurate account statement. Please investigate this matter and correct the billing error as soon as possible.

My full name is: _____
My Account # is: _____
My phone number is: _____
My address is: _____
City: _____ State: _____ Zip Code: _____

Thank you for your prompt attention in this matter.

Sincerely,

(Your Signature)

(Your Name Printed)

**REMEMBER: (1) KEEP A COPY OF THE LETTER AFTER YOU HAVE SIGNED IT
(2) MAIL THE LETTER BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**