FINDLEGALFORMS.com

Letter Claiming Error on Credit Card Statement

This package contains:

1. Instructions & Checklist for Writing a Letter Claiming Error on Credit Card Statement
2. Letter Claiming Error on Credit Card Statement

Instructions & Checklist for
Letter Claiming Error on Credit Card Statement

☐   This package contains: (1) Instructions & Checklist for Letter Claiming Error on Credit Card Statement; and (2) Letter Claiming Error on Credit Card Statement.

☐   This form is designed to assist you in drafting a letter to the company that issued your credit card, advising them there is an error on your credit card statement, and letting them know the action you want taken.

☐   Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.

☐   Be sure to sign the letter and to make a copy before sending it out.

☐   Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

☐   These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

☐   The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 8, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Re: [Account No. (Your Credit Card Account No.)]

I am the only name the above-referenced account, and I am writing to notify you of an error that appears on my most recent statement, dated [Date of Statement], as follows:

[Date of Transaction]   [Merchant Name]   [Amount Billed]

[Here indicate the exact nature of the error, i.e., *I did not purchase anything in that store on that day.]*

I request that you investigate this error; in the meantime, I will be deducting the amount erroneously charged for that item from my payment toward this month's statement.

I expect to hear from you after you have completed your investigation.

Cordially,

[Your Name]

Enclosures