

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**