

#8: ERROR ON CREDIT CARD BILL

Creditor Name and Address

Date

Subject: Error on Credit Card Bill
 Account Number
 Account Name

I wish to bring to your attention an error on my billing statement dated

The merchant's name on the statement is _____, and the amount of the error
is _____.

Here is an explanation of the problem and how the error occurred:

I believe that you are required by law to acknowledge receipt of this letter within 30 days
unless you correct the billing error before then.

Sincerely,
(your signature)

Typed Name

**You may type your name, address and phone number at the top as the letterhead, or
you may type it at the bottom of the letter as indicated here.**