

Incorrect Amount Charged

Subject: Billing Dispute - Incorrect Transaction Amount

Dear [Card Issuer] Billing Department,

I am writing to dispute an incorrect charge on my credit card statement dated [statement date]. The transaction in question occurred on [date] at [merchant name].

The issue is as follows: I was charged \$[amount charged] for a purchase that should have been \$[correct amount]. I have attached a copy of my receipt showing the agreed-upon price of \$[correct amount], but my credit card statement reflects an overcharge of \$[difference].

This discrepancy appears to be either a merchant error or a processing mistake. The correct amount should be \$[correct amount] as evidenced by:

- Original receipt dated [date]
- Advertised price of \$[amount]
- Written estimate provided before purchase

I am requesting that you adjust my account by crediting the difference of \$[amount] and investigate why this billing error occurred. I would also appreciate any interest charges related to this erroneous amount being waived.

Please process this correction promptly and send written confirmation once the adjustment has been made.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Account Number]

[Contact Information]

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