**Billing Error Dispute Letter Sample**

[Your Name]

[Your Address]

[Email Address]

 [Phone Number] [Date]

[Credit Card Company Name] [Address] [City, State, ZIP Code]

**Subject: Dispute of Billing Error**

Dear [Credit Card Company Name],

I am writing to dispute a billing error on my credit card statement for the month of [Month, Year]. The error is related to the following charge:

* Transaction Date: [Date]
* Merchant Name: [Merchant Name]
* Incorrect Amount: [Incorrect Amount]

The correct amount should be [Correct Amount]. I have attached supporting documentation, such as [provide details of any evidence you have, e.g., receipts, screenshots]. I request a prompt correction of this billing error.

Please adjust my account accordingly and provide written confirmation of the correction.

Thank you for your attention to this matter.

Sincerely,

[Your Name]