Subject : Complaint for credit card charges

Body:

Respected Sir/Madam,

I beg to state that my name is [Name] and I am a [Name of credit card] credit card holder of your bank having credit card number [Credit card number].

I am writing this letter to complain about the charges being levied on my credit card. [charges were not mentioned/wrongly levied/levied multiple times/by error/ any other issue]. An amount of [amount] is levied on my account.

The following are the details for my credit card:

Name/ Scheme of Credit Card: [Name of credit card]

Credit Card Details: [card details]

Kindly look into this matter and get the money reversed or get it corrected to prevent the same in the future.

Thank you.

[Your Signature]