Subject : Credit Card Fraud Complaint

Body:

Respected Sir/Madam,

I beg to state that I am [Name] a [Name of credit card] credit card holder having credit card number [Credit card number].

I am writing this letter to inform you about the fraud transaction that happened on [Date]. A sum of  [Amount] was debited from my card with a transaction number [Transaction number]. This took place due to [reason].

The following are the details for my credit card:

Name Of Credit Card: [name of credit card]

Name as on Credit Card: [name as on credit card]

Credit card number: [credit card number]

Contact Number: [contact number]

Kindly look into this matter and guide me through the procedure to raise the complaint/ dispute in this matter. I shall be highly obliged.

Thank you.

[Your Signature]