

# Credit Card Refund Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Customer Service Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request a refund for a charge that appears on my credit card statement for the amount of [amount] on [date of transaction]. The transaction was made at [merchant name or location], and I have been unable to locate my credit card since [mention when you realized your card was missing].

Despite my efforts to retrieve or cancel the card, I have not been successful. Therefore, I kindly request that you process a refund for this transaction as I am currently disputing it.

Attached are my card statement and any relevant documents for your reference. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]