

Letter of Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Appeal for Reversal of Overcharged Credit Card Fees

Dear Customer Service Team,

I am writing to formally appeal the recent overcharges applied to my credit card account ([Your Account Number]) on [Charge Date]. Upon reviewing my account statement, I noticed fees totaling [Amount of Overcharges], which I believe to be incorrect.

According to my records, these charges stem from [briefly explain the reason, e.g., late fees, foreign transaction fees, etc.], and I have confirmed that [explain your reasoning or evidence, e.g., payments made on time, compliance with terms, etc.]. I kindly request that you review my account and consider reversing these fees as a gesture of goodwill.

Your attention to this matter is greatly appreciated. I have been a loyal customer for [number of years] years, and this error has caused me significant inconvenience.

Thank you for addressing my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]