

Demand for Refund of Incorrect Credit Card Fee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a refund for an incorrect credit card fee applied to my account, [Your Credit Card Number or Last Four Digits]. On [Date of Transaction], I noticed a charge of [Incorrect Fee Amount] that I believe to be erroneous.

After reviewing my account statement, I found that this fee was charged due to [brief explanation of why the fee is incorrect]. I have attached copies of relevant documents, including my statement and any correspondence related to this charge for your reference.

I request that you investigate this matter promptly and process a refund for the disputed fee. According to [relevant policy or regulation], I am entitled to a correction of this error.

I appreciate your attention to this matter and look forward to your prompt response. If you need further information, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]