

# Request for Credit Card Fee Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**[Credit Card Company Name]**

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an adjustment to the fee applied to my credit card account (Account Number: [Your Account Number]). I have been a loyal customer of [Credit Card Company Name] for [number of years] years and have consistently made my payments on time.

Recently, I noticed a fee of [specific fee amount] charged to my account on [date]. I would like to discuss this fee, as it was unexpected and I believe it may have been charged in error due to [reason for the request].

Given my history with [Credit Card Company Name], I kindly request a review of my account and consideration for waiving or adjusting this fee. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]