

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Customer Service Department

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 forgiveness for the service fee applied to my credit card account (Account Number: XXXX-XXXX-XXXX-XXXX) for the month of [Month, Year].

I have been a loyal customer for [X years/months], and have consistently made my payments on time. Unfortunately, due to [brief explanation of the circumstances, e.g., unexpected financial hardship, medical expenses, etc.], I was unable to avoid incurring this fee. I understand the importance of maintaining account integrity, and I assure you that this is not a recurring issue.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

Your Name