

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to follow up on my recent request for a refund related to my credit card transaction, which was submitted on [Date of Initial Request].

Transaction Details:

- Transaction Date: [Date]
- Transaction Amount: [Amount]
- Reference Number: [Reference Number]

I would appreciate any updates regarding the status of my request. If any additional information is needed from my side to expedite the process, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]