

Request for Credit Card Refund

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,

I am writing to formally request a refund on my credit card due to a service issue I encountered on [insert date of service]. The purchase was made on [insert purchase date] for [insert details of the service/product]. Unfortunately, the service provided was not satisfactory due to [briefly explain the service issue].

In accordance with your refund policy, I believe I am entitled to a refund of [insert amount], and I would appreciate your prompt attention to this matter. I have attached copies of relevant documents, including the receipt and any correspondence regarding this issue.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]