

Credit Card Refund Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Credit Card Issuer's Name]

Address: [Credit Card Issuer's Address]

Subject: Request for Credit Card Refund

Dear [Customer Service Manager's Name],

I am writing to formally request a refund to my credit card for the transaction made on [Transaction Date] for the amount of [Transaction Amount]. The transaction reference number is [Transaction Reference Number].

The reason for this refund request is [brief explanation of the issue, e.g., product was defective, service not delivered, etc.].

Attached are the supporting documents for your review:

- Copy of the transaction receipt
- Proof of return (if applicable)
- Any correspondence regarding the issue

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]