

Credit Card Refund Justification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company's Name]

Address: [Company's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I am writing to formally request a refund for my recent transaction made on [Transaction Date] using my credit card ending in [Last Four Digits of Card]. The transaction reference number is [Transaction Reference Number].

The total amount charged was [Amount], and the item/service purchased was [Description of Item/Service]. Unfortunately, I encountered the following issues which justify the request for a refund:

- [Issue 1: Explanation]
- [Issue 2: Explanation]
- [Issue 3: Explanation]

According to your return policy, I believe that I am eligible for a full refund due to the aforementioned circumstances. I have attached any relevant documentation, including receipts and correspondence related to this matter.

Thank you for considering my request. I would appreciate a prompt response regarding the status of my refund. You can reach me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]