

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Credit Card Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request a refund for a transaction that was charged to my credit card, [last four digits of card], on [transaction date]. The transaction amount was [transaction amount] for [description of goods/services].

Unfortunately, [brief explanation of why you are requesting the refund, e.g., the item was defective, service was not provided, etc.]. I have attached relevant documentation, including [receipts, emails, etc.], to support my request.

I kindly ask that you process this refund at your earliest convenience. If you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,
[Your Name]