

Credit Card Refund Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Bank Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund for a transaction made on my credit card that took place on [Transaction Date]. The details of the transaction are as follows:

- Transaction Amount: [Amount]
- Transaction Reference Number: [Reference Number]
- Description of the Transaction: [Description]

Unfortunately, [provide a brief explanation of the reason for the refund request, e.g., the item was defective, service was not rendered, etc.]. I have attached relevant documentation to support my request, including [list any attached documents, such as receipts or correspondence].

I would appreciate your prompt attention to this matter and kindly ask that you process my refund at your earliest convenience. If you require any further information, please do not hesitate to contact me.

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

Sincerely,

[Your Name]