

Urgent Credit Card Refund Inquiry

Date: [Insert Date]

To: [Customer Service Department]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

Subject: Urgent Inquiry Regarding Credit Card Refund

Dear [Customer Service Representative Name],

I hope this message finds you well. I am writing to urgently inquire about the status of my credit card refund for the transaction made on [Insert Transaction Date] with the confirmation number [Insert Confirmation Number]. Despite the expected timeframe for processing refunds, I have not yet received the funds or any communication regarding the matter.

Given the urgency of this situation, I kindly request that you provide me with an update on the status of my refund as soon as possible. If there are any issues or additional information required to expedite the process, please let me know.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]