

# Letter of Explanation for Cash Advance Fees

Date: [Insert Date]

Account Holder: [Your Name]

Account Number: [Last Four Digits of Card]

Dear [Recipient's Name],

I am writing to explain the cash advance fees associated with my credit card account. Upon reviewing my recent statement, I noticed charges labeled as cash advance fees that I would like to clarify.

Cash advances allow me to withdraw funds directly from my credit card, usually at an ATM or bank. However, this service comes with specific fees, including:

- A transaction fee, which is typically a percentage of the amount withdrawn
- Interest rates that are often higher than regular purchases
- Immediate interest accrual from the day of withdrawal, with no grace period

I appreciate your attention to this matter and would like to request a detailed breakdown of the cash advance fees applied to my account for [specific date or period]. Understanding these charges will help me manage my finances better.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]