

Appeal for Credit Card Transaction Denial

Date: [Insert Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Representative's Name],

I am writing to formally appeal the denial of a recent credit card transaction that occurred on [Transaction Date] with [Merchant Name]. The transaction was for [amount] related to necessary business expenses for [Brief Description of Business Purpose].

The transaction was flagged for the following reason: [Insert Reason for Denial]. I believe this is an error due to [Provide Explanation or Context].

We have been a loyal customer with your institution for [number of years], and have always adhered to the terms of our credit agreement. I can assure you that this expense is vital for the continued operation of our business.

To support my appeal, I have attached [list any attached documents: receipts, business plans, etc.]. I kindly request that you review this matter and reconsider your decision.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Account Number]