

Letter of Appeal for Credit Card Transaction Denial

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally appeal the denial of my recent credit card transaction, which was used for travel expenses on [insert date of transaction]. The transaction reference number is [insert transaction reference number].

Upon reviewing my account, I noticed that the transaction was declined due to [insert reason provided by the credit card company, e.g., suspected fraud, insufficient funds]. However, I believe this decision was made in error as [insert your explanation, e.g., I had previously notified you of my travel plans, I ensured sufficient funds were available].

The following supporting documentation is attached for your review:

- Copy of the transaction receipt
- Travel itinerary
- Any other relevant documents

I kindly request that you reconsider the denial of this transaction. This expense was necessary for my travel, and I assure you that all information provided is accurate.

Thank you for your attention to this matter. I look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require further information.

Sincerely,

[Your Name]