

Credit Card Cashback Rewards Outline

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Credit Card Issuer Name]

[Customer Service Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Cashback Rewards

Introduction

Dear [Credit Card Issuer],

I am writing to inquire about the cashback rewards associated with my credit card account ([Your Account Number]).

Details of Cashback Program

- Overview of cashback percentage for different categories.
- Clarification on promotional periods, if any.
- Conditions for earning cashback rewards.

Recent Transactions

I would like to verify the cashback earned from my recent transactions listed below:

- [Date] - [Transaction Detail] - [Amount]
- [Date] - [Transaction Detail] - [Amount]

Conclusion

Thank you for your assistance. I look forward to your prompt response regarding my enquiries. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]