

Cancellation of Erroneous Convenience Fee Charge

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of the convenience fee charge that was erroneously applied to my account on [Insert Date of Charge]. The charge, in the amount of [Insert Amount], was made in error as I had not opted for any convenience fees at the time of payment.

For your reference, my account details are as follows:

Account Number: [Insert Account Number]

Transaction ID: [Insert Transaction ID]

I kindly ask that you review my request and proceed with the cancellation of the charge. If further information is needed, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]