

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Cancellation of Convenience Fee Dispute

I am writing to formally cancel my dispute regarding the convenience fee charged for my recent transaction on [transaction date]. After reviewing my account, I have confirmed that the refund for the original purchase has been approved.

As a result, I no longer wish to proceed with the dispute related to the convenience fee associated with that transaction. I appreciate your attention to this matter and hope for a prompt resolution.

Thank you for your assistance.

Sincerely,

[Your Name]