

Cancellation Request for Convenience Fee Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of the convenience fee charged to my account related to the services rendered on [insert service date]. The fee in question appears to be unjustified given the circumstances surrounding my service experience.

Details of the service rendered are as follows:

- Service Type: [Insert Service Type]
- Service Date: [Insert Service Date]
- Account Number: [Insert Account Number]

Upon review and consideration, I believe the convenience fee should be waived due to [insert reason for dispute]. I kindly request your attention to this matter and look forward to a prompt resolution.

Thank you for your understanding. Please feel free to contact me should you require any further information.

Sincerely,

[Your Name]