

Convenience Fee Dispute Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank or Credit Card Company Name]

[Bank Address]

[City, State, Zip Code]

Subject: Cancellation of Convenience Fee Dispute

Dear [Customer Service Department/Specific Person's Name],

I am writing to formally notify you that I am canceling my dispute regarding the convenience fee charged by [Merchant Name] for the transaction on [Transaction Date], with reference number [Reference Number].

After a discussion with the merchant, I have resolved the matter to my satisfaction and appreciate their efforts in addressing my concerns. As such, I would like to withdraw the dispute filed on [Dispute Filing Date].

Please confirm the cancellation of the dispute at your earliest convenience. If you require any further information from my end, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]