

Letter of Cancellation for Convenience Fee Dispute

Customer Name
Customer Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Billing Department
Company Name
Company Address
City, State, Zip Code

Subject: Cancellation of Convenience Fee Dispute

Dear [Billing Department or Specific Name],

I hope this message finds you well. I am writing to formally cancel my dispute regarding the convenience fee that was charged to my account on [insert date]. After further review of my billing statement and discussions with your customer service team, I have determined that this fee was applied correctly and I accept the charge.

For your reference, my account number is [insert account number] and the disputed charge was for the amount of [insert amount]. I appreciate your assistance in this matter and would like to ensure that my account is updated accordingly.

Thank you for your understanding and prompt attention. If you require any further information, please do not hesitate to contact me at [insert phone number] or [insert email address].

Sincerely,
[Your Name]