

Convenience Fee Dispute Cancellation

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Credit Card Company Name
Customer Service Department
Company Address
City, State, ZIP Code

Subject: Request for Cancellation of Convenience Fee Dispute
Account Number: [Your Account Number]

Dear Customer Service Team,

I am writing to formally request the cancellation of the dispute I filed regarding the convenience fee charged on my recent credit card transaction dated [Transaction Date]. Upon further review, I have decided to resolve the matter directly with the merchant.

Details of the transaction are as follows:

- Transaction Date: [Transaction Date]
- Transaction Amount: [Transaction Amount]
- Merchant Name: [Merchant Name]

Please confirm the cancellation of the dispute at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]