

Convenience Fee Dispute Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally cancel the dispute regarding the convenience fee charged on my account for the online subscription service. After careful review, I have decided to withdraw my dispute.

Details of the transaction are as follows:

- Transaction Date: [Insert Date]
- Amount: \$[Insert Amount]
- Invoice Number: [Insert Invoice Number]
- Account Number: [Insert Account Number]

I appreciate the services provided and wish to continue my subscription without further issue regarding the convenience fee. Please confirm the cancellation of the dispute at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]