

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]
[Date]

[Bank or Credit Card Company Name]
[Billing Disputes Department]
[Company Address]
[City, State, Zip Code]

RE: Official Protest of Foreign Transaction Fee for Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally protest a foreign transaction fee charged to my account on [Date of Transaction] in the amount of [Fee Amount]. This fee is associated with the transaction at [Merchant Name] for the amount of [Original Transaction Amount].

I am disputing this fee based on the following reason(s):

- [Reason 1: e.g., The transaction was processed in U.S. Dollars, not a foreign currency.]
- [Reason 2: e.g., My account terms state that foreign transaction fees are waived.]
- [Reason 3: e.g., The purchase was made through a domestic website and I was not notified of international processing.]

I have attached a copy of the transaction receipt and my account statement highlighting the charge in question. I request that you investigate this matter and credit the disputed fee back to my account immediately.

Please provide a written response regarding the resolution of this protest within [Number of Days, e.g., 30] days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]