

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

[Date]

[Bank/Credit Card Company Name]
[Billing Inquiries Address]
[City, State, Zip Code]

Subject: Resolution Request for Contested Foreign Transaction Fee

Dear Customer Service Department,

I am writing to formally dispute a foreign transaction fee charged to my account, [Account Number], appearing on my statement dated [Statement Date].

The transaction details are as follows:

- **Transaction Date:** [Date]
- **Merchant Name:** [Merchant Name]
- **Transaction Amount:** [Amount]
- **Foreign Transaction Fee Charged:** [Fee Amount]

I am contesting this fee for the following reason:

[Insert reason: e.g., The transaction was processed in U.S. Dollars; I was physically located in the United States at the time of purchase; My account terms state that foreign transaction fees are waived; etc.]

Enclosed are copies of [mention supporting documents, e.g., receipts or statement screenshots] that support my claim. I request that you investigate this matter and credit my account for the disputed fee amount.

Please notify me in writing of the outcome of your investigation. Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]