

Request to Reclaim Fees

Date:

To:

Subject: Request to Reclaim Fees

Dear ,

I am writing to formally request the reclamation of fees that were paid on for . After reviewing the transaction and the associated documentation, I believe these fees should be returned.

Please find attached all relevant documents supporting my claim. I kindly ask you to initiate the refund process at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,