

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

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Overdraft Fee Reversal - Account Number: [Your Account Number]

Dear Customer Service Team,

I am writing to formally request a reversal of the overdraft fee(s) charged to my account on [Date of Fee]. The total amount of the fee(s) is \$[Amount].

I have been a loyal customer with [Bank Name] since [Year], and I consistently maintain a positive balance. This instance was caused by [briefly state reason, e.g., an unexpected timing of an automatic payment / a one-time accounting error].

I have already deposited funds to ensure my account is currently in good standing. Given my history with the bank, I am asking if you could waive this fee as a one-time courtesy.

Thank you for your time and for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]