

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Bank Name]  
[Department Name, e.g., Customer Service / Billing]  
[Bank Address]

**Subject: Request for Reversal of Undisclosed Foreign Exchange Fees**

Dear Customer Service Team,

I am writing to formally request a reversal of foreign exchange fees charged to my account, number [Your Account/Card Number].

Upon reviewing my recent statement dated [Statement Date], I noticed charges totaling [Amount] for foreign exchange fees related to the following transaction(s):

- [Date]: [Merchant Name] - [Amount]
- [Date]: [Merchant Name] - [Amount]

These fees were not clearly disclosed to me at the time of the transaction, nor were they explicitly outlined in the initial terms provided. As a loyal customer, I was unaware that these specific transactions would incur additional conversion costs beyond the displayed price.

I kindly request that you review these charges and credit the total amount of [Total Fee Amount] back to my account as a gesture of goodwill. I have always maintained my account in good standing and value my relationship with [Bank Name].

Please notify me once the reversal has been processed or if you require any further documentation regarding this request.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]