

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

[Date]

[Name of Financial Institution/Company]  
[Department Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Formal Demand for Account Adjustment and Fee Reversal**

**Account Number:** [Your Account Number]

Dear Customer Service Department,

I am writing to formally request an adjustment to my account and the immediate reversal of the following fee(s) charged to my account on [Date]:

- [Type of Fee, e.g., Overdraft Fee, Late Fee, Maintenance Fee]: [Amount]
- [Type of Fee]: [Amount]

I am disputing these charges for the following reason(s):

[Insert explanation here, e.g., technical error on the website, bank processing delay, unauthorized transaction, or first-time courtesy request.]

As a loyal customer since [Year], I request that you review my account history and credit the total amount of [Total Amount] back to my balance. I have attached [List any supporting documents, if applicable] to support this request.

Please confirm in writing once the adjustment has been processed. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]