

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

[Date]

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

RE: Formal Appeal for Reversal of Overdraft Fees - Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally appeal and request a reversal of the overdraft fee(s) totaling \$[Amount] charged to my account on [Date].

I believe these charges are unjustified due to the following reason(s):

- [Explain reason: e.g., A deposited check was delayed, a technical error occurred, a merchant double-charged my account, or a previously authorized transaction was processed late.]

I have attached copies of [mention supporting documents, such as deposit receipts or screenshots] to support my claim. As a loyal customer with a history of maintaining my account in good standing, I request that you review this matter and credit the fees back to my account.

Please notify me of your decision regarding this appeal at your earliest convenience. Thank you for your time and assistance in resolving this matter.

Sincerely,

[Your Signature]
[Your Printed Name]