

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

[Date]

[Bank Name]
[Customer Service Department]
[Bank Address]
[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to formally request the reversal of an overdraft fee in the amount of \$[Fee Amount] charged to my account on [Date].

I believe this fee was charged in error due to the following reason: [Provide brief explanation, e.g., a delayed deposit that should have cleared, a double-processed transaction, or an unauthorized charge].

Enclosed/Attached are documents supporting my claim, including [list documents, such as deposit receipts or transaction screenshots]. Given that this transaction resulted from a banking error and not insufficient funds on my part, I request that the fee be credited back to my account immediately.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation that the adjustment has been made.

Sincerely,

[Your Signature]
[Your Printed Name]