

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

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

Subject: Approval of Overdraft Fee Waiver

Dear [Customer Name],

We are writing to inform you that we have approved your request to waive the overdraft fee charged to your account ending in [Last 4 Digits of Account Number] on [Date of Fee].

A credit in the amount of \$[Fee Amount] has been applied to your account. You should see this adjustment reflected in your balance within [Number] business days.

As this is your first request, we are pleased to provide this one-time courtesy waiver. Please ensure that your account maintains a sufficient balance to cover all future transactions, as subsequent overdrafts may result in non-refundable fees.

To help you manage your account, we offer tools such as mobile alerts and overdraft protection links to savings accounts. You can set these up through your online banking portal or by visiting a local branch.

Thank you for choosing [Bank Name].

Sincerely,

[Name/Department]  
[Bank Name]