

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Partial Approval of Overdraft Fee Waiver Request

Dear [Customer Name],

We have reviewed your request to waive the overdraft fees charged to your account ending in [Last 4 Digits of Account Number] on [Date of Fees].

After careful consideration, we have approved a partial waiver of these charges. We have credited your account in the amount of \$[Amount Credited], which represents [Number] of the fees incurred. This credit should appear on your statement within [Number] business days.

Please note that the remaining balance of \$[Remaining Amount] in fees will stand as originally charged. Our decision is based on [Brief Reason, e.g., account history / previous waivers granted].

To help you avoid future fees, we recommend monitoring your balance through our mobile app or setting up low-balance alerts. If you have any questions regarding this adjustment, please contact us at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

[Sender Name]

[Title]

[Bank Name]