

[Your Name/Bank Department]
[Financial Institution Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Account Holder Name]
[Street Address]
[City, State, Zip Code]

Re: Overdraft Fee Forgiveness for Account Ending in [Last 4 Digits of Account Number]

Dear [Account Holder Name],

We are writing to inform you that we have reviewed your recent request regarding the overdraft fee(s) charged to your account on [Date of Fee].

As a gesture of goodwill, we have approved a one-time fee forgiveness in the amount of \$[Amount]. This credit has been applied to your account and should be visible in your transaction history within [Number] business days.

Please note that this is a one-time exception. To help you avoid future fees, we recommend the following tools:

- Setting up low balance alerts via our mobile app.
- Linking a savings account for overdraft protection.
- Monitoring your daily balance through online banking.

If you have any questions regarding this adjustment or your account, please call us at [Phone Number] or visit your local branch.

Sincerely,

[Signature]
[Your Name/Title]
[Financial Institution Name]