

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

Subject: Request for Wire Transfer Processing Fee Adjustment - Account [Your Account Number]

To the Billing Department,

I am writing to formally request an adjustment or waiver for the wire transfer processing fee charged to my account on [Date] in the amount of \$[Amount]. This fee is associated with transaction reference number [Reference Number].

I am requesting this adjustment because [Reason: e.g., I was not informed of the fee beforehand / I am a long-standing customer / This was a one-time error / The transfer was delayed].

I value my relationship with [Bank Name] and appreciate your consideration of this request. Please let me know if you require any further documentation to process this adjustment.

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]