

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Bank Name
Bank Address
City, State, Zip Code

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about the fees and charges associated with my bank account, specifically regarding [mention specific services or transactions, e.g., monthly maintenance fees, ATM withdrawal charges, etc.].

As a valued customer, I would like to understand the structure of these fees and any options available to minimize them. If there are any current offers or changes in the fee schedule, I would appreciate your guidance in this matter.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,
Your Name