Request for Overdraft Charge Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request an adjustment to the overdraft charge that was applied to my account ([Your Account Number]) on [Date of Charge]. Due to [brief explanation of circumstances], I believe that the charge was unjustified.

I have been a loyal customer for [duration of time] and have maintained a good standing with your institution. I would appreciate your consideration in reversing this charge as a gesture of goodwill.

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

Sincerely,

[Your Name]