

Overdraft Cost Breakdown Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request a detailed breakdown of the costs associated with my overdraft fees for my account #[Your Account Number].

Specifically, I would like to understand:

- The total amount of overdraft fees applied in the last [time period]
- The criteria used to impose these fees
- Any additional costs that may apply

Your assistance in this matter would be greatly appreciated, as it will help me manage my finances more effectively.

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

Sincerely,

[Your Name]