

Overdraft Fee Dispute Resolution

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

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

Dear Customer Service Team,

I am writing to formally dispute the overdraft fees that have been applied to my account #[Your Account Number] on [Date of Fee]. I believe that these fees were charged in error and I would like to request a review of my account activity.

This incident occurred due to [brief explanation of the circumstances]. I have always maintained good standing with your bank and have never before incurred overdraft charges. I kindly ask that you consider waiving this fee as a courtesy based on my account history.

Enclosed are copies of relevant documents including [mention any attached statements or correspondence].

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

Sincerely,
[Your Name]