

# Overdraft Fee Waiver Appeal

Date: [Insert Date]

Bank Name  
Branch Address  
City, State, ZIP Code

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request a waiver for an overdraft fee that was recently charged to my account ([Your Account Number]).

On [Date of Overdraft], my account was overdrawn by [Amount]. I understand the importance of maintaining a positive balance and take full responsibility for the error. However, this was an unusual circumstance due to [brief explanation of the situation, e.g. unexpected expenses, delay in salary, etc.].

As a loyal customer of [Bank Name] for [Duration of Time], I have always maintained a good standing with my account. I kindly ask you to consider waiving this fee as a one-time courtesy, given my history and the specific situation that led to this overdraft.

Thank you for your understanding. I appreciate your time and consideration and look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Phone Number]  
[Your Email Address]