

Letter for Overdraft Fees Reconsideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to respectfully request a reconsideration of the overdraft fees charged to my account ([Account Number]) on [Date(s) of Overdraft].

Due to [briefly explain your situation, e.g., unexpected expenses, medical emergencies, etc.], I unfortunately overdrawn my account. I understand the importance of maintaining a positive balance and assure you this was not intentional.

As a long-standing customer of your bank, I would greatly appreciate your assistance in waiving these fees. I have maintained a good account history and appreciate the services provided by your bank.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]