

Overdraft Notification Dispute

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Dispute of Overdraft Notification

Dear [Bank Manager's Name],

I am writing to formally dispute the recent overdraft notification dated [date of the notification], concerning my account number [your account number].

Upon reviewing my transaction history, I believe there has been an error resulting in an overdraft charge. I would like to request a thorough investigation into this matter.

Details of the transaction in question:

- Transaction Date: [transaction date]
- Description: [transaction description]
- Amount: [transaction amount]

Attached are copies of relevant documents supporting my dispute, including my account statement and any additional correspondence.

I would appreciate your prompt attention to this matter and hope to resolve it amicably. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Thank you for your assistance.

Sincerely,

[Your Name]