

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

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

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about the recurring fees that have been deducted from my account, [Account Number]. I have noticed several transactions labeled as bank fees over the last few months and would like to request a detailed breakdown of these charges.

Specifically, I am interested in the following:

- Types of fees being charged
- Reason for each fee
- The dates on which these fees have been applied

It is important for me to understand these charges to manage my finances effectively. I would appreciate your prompt assistance in this matter.

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

Sincerely,
[Your Name]