

Follow-Up on Overdraft Fee Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to follow up on my previous request regarding the adjustment of the overdraft fees applied to my account ([Your Account Number]). I had submitted my request on [Date of Previous Request] and wanted to check on the status of that adjustment.

As mentioned in my earlier correspondence, I believe the overdraft fees were incurred due to an unforeseen error, and I would appreciate your assistance in reviewing my situation.

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

Sincerely,

[Your Name]