

# **Inquiry About Overdraft Fee Forgiveness**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of having the overdraft fees applied to my account waived. My account number is [Your Account Number]. Due to [brief explanation of the circumstances that led to the overdraft], I find myself in a challenging position and would greatly appreciate any assistance your bank could provide.

I have been a loyal customer for [duration] and have maintained a good standing with my account. I understand that overdraft fees are a standard practice; however, I am hoping for an exception in this instance.

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

Sincerely,

[Your Name]