

Request for Review of Overdraft Fees

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

Bank Name
Attn: Customer Service Department
Bank Address
City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to discuss the recent overdraft fees applied to my account (Account Number: [Your Account Number]). As a loyal customer for [number of years] years, I have always made efforts to manage my account responsibly and maintain a positive balance.

Due to [brief explanation of circumstances leading to overdraft], I experienced an unexpected situation that led to my account being overdrawn. I value my relationship with [Bank Name] and would like to request a review of these fees, as this was an isolated incident.

If possible, I kindly ask for a waiver or reduction of the overdraft fees. I believe this gesture will further strengthen my loyalty to your bank and encourage me to continue using your services moving forward.

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

Sincerely,
[Your Name]