

Request for Waiver of Overdraft Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request a review of the overdraft fees that have been applied to my account ([Your Account Number]) due to unexpected personal circumstances.

Recently, I have been facing [briefly explain your circumstances, e.g., medical issues, job loss, etc.], which have significantly impacted my financial stability. These events were unforeseen and have made it challenging for me to maintain my account in good standing.

As a long-time customer, I value my relationship with [Bank Name] and have always made an effort to manage my finances responsibly. I kindly ask that you consider waiving the overdraft fees incurred during this difficult period.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]