

Request for Waiver on Bank Overdraft Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 formally request a waiver for the overdraft fees that were recently applied to my account ([Your Account Number]).

Due to [brief explanation of the situation, e.g., unexpected expenses, job loss, etc.], I experienced an unintentional overdraft on my account. I have been a loyal customer of [Bank Name] for [duration of your relationship with the bank], and I have always maintained a good standing until this incident.

I kindly ask for your understanding and support in waiving these fees. This would greatly help me during this difficult time and allow me to restore my financial stability. I appreciate your attention to this matter and hope for a positive response.

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

Sincerely,

[Your Name]