

Request for Resolution of Overdraft Charges

Date: **[Insert Date]**

To: [Bank Name]

Address: [Bank Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a review of the overdraft charges applied to my account **[Your Account Number]**. On [Insert Date of Charges], I noticed that my account was charged **[\$[Charge Amount]** due to an overdraft.

Given my history as a loyal customer and my consistent account management, I believe that these charges are unwarranted. I kindly request a detailed breakdown of the charges and an explanation as to why they were applied.

Additionally, I ask that you consider waiving these charges as a gesture of goodwill. I would greatly appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]