

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

Bank Name  
Bank Address  
City, State, Zip Code

Dear [Bank Manager's Name],

I am writing to formally request a refund of the overdraft fees that were charged to my account on [dates of the overdraft fees]. Due to [brief explanation of circumstances that led to the overdraft], I did not intend to overdraw my account.

I have been a loyal customer since [year] and have maintained my account in good standing. I kindly ask you to consider my request for a refund of the fees totaling [amount]. I appreciate your understanding in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]