

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 overdraft protection for my checking account (Account Number: [Your Account Number]) at [Bank Name]. This service would provide me with peace of mind while managing my finances and would help prevent any potential fees or disruptions in service.

Given my history with your bank and my commitment to maintaining my account in good standing, I believe that overdraft protection would be an excellent option for my account. I would appreciate your consideration of this request.

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

Sincerely,

[Your Name]