

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

Customer Service
Bank Name
Bank Address
City, State, Zip Code

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the possibility of having my annual credit card fee waived. I have been a loyal customer of [Bank Name] for [number] years and have always maintained a positive payment history.

Given my loyalty and consistent usage of the banking services, I would greatly appreciate your consideration for a waiver of this fee. If there are any specific requirements or forms I need to fill out, please let me know.

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

Sincerely,
Your Name