

Request for Explanation of Electronic Funds Transfer Fee

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Bank/Institution Name]

[Bank/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the electronic funds transfer fees associated with my account ([Your Account Number]). Recently, I noticed a charge that I was not expecting, and I would appreciate a detailed explanation of this fee.

Specifically, I would like to understand:

- The exact reason for the fee
- The calculation method used
- If there are any options available to avoid this fee in the future

Thank you for addressing my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]