

# Request for Waiver of Currency Conversion Fee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank or Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request a waiver for the currency conversion fee applied to my recent transaction on [insert transaction date] for the amount of [insert transaction amount].

During the promotional offer period announced by [insert bank name], it was stated that customers would not incur any currency conversion fees for transactions made using [specific promotional details]. Unfortunately, I noticed a fee of [insert fee amount] charged to my account.

I kindly ask that you review my account, [insert account number], and consider reversing this fee, in compliance with the promotional terms.

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

Sincerely,

[Your Name]