

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

Subject: Appeal for Refund of Bank Charges

Dear [Bank's Customer Service Department/Specific Contact Name],  
I am writing to formally appeal for a refund of bank charges that were applied to my account on [date(s) of charges]. I believe these charges were incurred due to [briefly explain reason, e.g., an error, misunderstanding, or unforeseen circumstance].

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

I have been a customer of [Bank Name] since [Year], and I have always maintained a positive banking relationship. I kindly request that you review my account activity and reconsider the charges made.

Attached to this letter are [mention any supporting documents, if any, e.g., account statements, correspondence] for your reference.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

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