

Subject: Request for Reversal of Bank Charges

Dear [Bank's Customer Service/Specific Representative's Name],

I hope this message finds you well. I am writing to formally request a reversal of bank charges applied to my account ([Your Account Number]) on [Date of Charge(s)].

Details of the charges are as follows:

- Date of Charge: [Date]
- Description: [Description of Charge]
- Amount: [Amount]

I believe these charges were applied in error due to [brief explanation of the reason, e.g., misunderstanding of terms, insufficient funds held due to timing, etc.].

I would appreciate your prompt attention to this matter, and I kindly request a reversal of the charges.

Thank you for your assistance, and I look forward to your response.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]