

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Complaint Regarding Unjust Bank Fees

Dear [Bank Manager's Name],

I am writing to formally express my dissatisfaction regarding the unexpected fees charged to my account. My account number is [Your Account Number].

On [specific date], I noticed a charge of [amount] labeled as [description of fee] on my statement. I believe this fee is unwarranted because [brief explanation of reason].

I have been a loyal customer since [number of years] and have always adhered to the bank's policies. I kindly request a review of this charge and its removal from my account.

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

Sincerely,

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