

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

Dear [Bank Manager's Name or Customer Service Department],

Subject: Request for Refund of Bank Charge

I hope this letter finds you well. I am writing to formally request a refund of a bank charge that was applied to my account.

On [date of transaction], a charge of [amount] was deducted from my account, [Your Account Number]. I believe this charge was made in error due to [brief explanation of reason, e.g., "it was a duplicate transaction," "I was promised a fee waiver," etc.].

I have attached all necessary documentation to support my request, including [list of documents, such as statements, emails, etc.].

I kindly ask that you review my account and consider my request for a refund of this charge. I appreciate your assistance and look forward to a prompt resolution.

Thank you for your attention to this matter. I can be reached at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]  
[Your Account Number, if applicable]