

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

Subject: Request for Bank Fee Reversal

Dear [Bank's Customer Service Team/Specific Contact Name],
I am writing to formally request a reversal of a bank fee that was charged to my account, [Account Number], on [Date of Charge]. The fee in question is [Type of Fee], amounting to [Amount].
I believe this fee was applied in error due to [brief explanation of the reason, e.g., "a misunderstanding of my account status" or "an unexpected transaction error"]. Given my history as a loyal customer, I would appreciate your consideration of this request.
Please let me know if you require any further information or documentation to support my request.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]