

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

Subject: Request for Bank Charges Reversal

Dear [Bank Manager's Name],

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

The charges in question amount to [Amount], and I believe they were applied in error due to [provide brief explanation of the reason, e.g., "an overdraft that should have been covered by my account balance"].

I kindly ask that you review my account activity and consider reversing these charges. Attached are copies of my account statements and any relevant documentation to support my request.

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

Sincerely,

[Your Name]