

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

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

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

Subject: Appeal for Waiver of Bank Fees

I hope this message finds you well. I am writing to formally appeal the recent charges applied to my account [Your Account Number] on [Date of Charge].

[Explain the reason for the appeal, e.g., unexpected circumstances, account mismanagement, etc. Include any relevant details that support your case.]

Given my history with [Bank Name] and my commitment to maintaining my account in good standing, I kindly request a waiver of the fees totaling [Amount].

Thank you for considering my appeal. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]