

[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 Reversal of Bank Fees

Dear [Bank's Customer Service/Manager's Name],  
I hope this message finds you well. I am writing to formally request a reversal of the bank fees charged to my account ([Your Account Number]) on [Date of Fee Charge].

[Briefly explain the reason for the request, e.g., "Due to an unexpected overdraft caused by a scheduling error in my account transfers" or "I was unaware of the fee due to a lack of communication regarding changes in the fee structure."]

Given my history with [Bank's Name] and my commitment to maintaining a good standing, I kindly ask that you consider waiving these fees. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]