

**\*\*Bank Charges Refund Request Outline\*\***

**1. \*\*Header\*\***

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

**2. \*\*Recipient Information\*\***

- Bank's Name
- Bank's Address
- City, State, Zip Code

**3. \*\*Subject Line\*\***

- Request for Refund of Bank Charges

**4. \*\*Salutation\*\***

- Dear [Bank Manager's Name/Customer Service],

**5. \*\*Introduction\*\***

- Briefly introduce yourself (account holder details)
- State the purpose of the letter

**6. \*\*Details of Bank Charges\*\***

- Specify the charges in question (dates, amounts, and descriptions)
- Explain why you believe these charges are in error or unjust

**7. \*\*Supporting Evidence\*\***

- Mention any attached documents (statements, transaction records)

**8. \*\*Request for Action\*\***

- Clearly state that you are requesting a refund
- Specify any relevant account details (account number) for easy reference

**9. \*\*Closing Remarks\*\***

- Express appreciation for their attention to the matter
- Mention a willingness to discuss further if needed

**10. \*\*Sign Off\*\***

- Sincerely,
- [Your Name]