

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

Subject: Request for Charge Reversal

Dear [Bank Manager's Name or Customer Service],
I hope this letter finds you well. I am writing to formally request a reversal of a charge that was applied to my account on [date of charge]. The details of the charge are as follows:

- Account Number: [Your Account Number]
- Charge Amount: [Amount of Charge]
- Description of Charge: [Description]

I believe this charge was made in error due to [brief explanation of the reason for reversal, e.g., unauthorized transaction, service not rendered, etc.]. I have attached supporting documentation to assist in your review.

I kindly ask that you investigate this matter and process the reversal at your earliest convenience. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Account Number] (if applicable)
[Attachments: List of documents, if any]