

[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 Transaction Charges

Dear [Bank's Customer Service/Specific Department],
I hope this message finds you well. I am writing to formally request a reversal of transaction charges applied to my account on [Transaction Date]. The details of the transaction are as follows:

- Account Number: [Your Account Number]
- Transaction Amount: [Amount Charged]
- Description of Charge: [Nature of the Charge]

I believe this charge was applied in error because [briefly explain reason, e.g., "the service was not rendered," "the account was incorrectly charged," etc.]. I have attached any relevant documentation to support my request, including [list any documents, e.g., "receipts, statements, correspondence"].

I would appreciate your prompt attention to this matter and look forward to your favorable response. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a physical letter)]
[Account Holder Information, if necessary]
[Attachments: List of documents]