

[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 Charges

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

I hope this message finds you well. I am writing to formally request a reversal of bank charges applied to my account ([Your Account Number]) on [Date of Charge]. The total amount charged was [Amount].

[Briefly explain the reason for the request, e.g., "I believe this charge was made in error" or "I was not informed about this fee prior to the deduction." You may also mention any relevant details or prior communication.]

I have been a loyal customer of [Bank's Name] since [Year], and I appreciate the quality of service I have received. I kindly ask you to review my account history and consider my request.

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

Sincerely,
[Your Name]