

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

Subject: Request for Reversal of Bank Charges

Dear [Bank Manager's Name],

I am writing to formally request a reversal of the bank charges applied to my account [Your Account Number] on [Date of Charge]. The charges amount to [Amount Charged] and were made for [Reason for Charge, if known].

As a loyal customer of [Bank Name], I believe this charge was applied in error due to [explain reason briefly, e.g., insufficient funds, late payment, etc.], and I kindly ask for it to be reconsidered.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]