

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

Customer Service Department

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Reversal of Bank Charges

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a reversal of certain bank charges that have been applied to my account [Account Number] on [Date(s) of Charge(s)].

Upon reviewing my account statement, I noticed the following charges:

- [Description of Charge 1] - [Amount] on [Date]
- [Description of Charge 2] - [Amount] on [Date]
- [Description of Charge 3] - [Amount] on [Date]

I believe these charges are erroneous for the following reasons:

1. [Reason for Dispute 1]
2. [Reason for Dispute 2]
3. [Any Supporting Information]

I kindly request that you review my account and consider reversing these charges. I have been a loyal customer since [Year] and appreciate your timely attention to this matter.

Please feel free to contact me at [Phone Number] or [Email Address] should you require any further information. Thank you for your cooperation.

Sincerely,

[Your Name]
[Account Number]
[Signature (if sending a hard copy)]