

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

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

Subject: Request for Overdraft Protection

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the establishment of overdraft protection on my checking account, [Your Account Number].

Due to unexpected expenses and to ensure that I do not incur any unnecessary fees, I believe that having overdraft protection would be beneficial for my financial management.

I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]