

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

FNB Bank

[Branch Address]  
[City, State, Zip Code]

Dear [Branch Manager's Name],

Subject: Overdraft Request

I hope this letter finds you well. I am writing to formally request an overdraft facility on my account, [Your Account Number], held at FNB Bank.

Due to [briefly explain reason for the request, e.g., unexpected expenses, temporary cash flow issues], I find myself needing additional funds to manage my financial obligations effectively.

I would like to request an overdraft limit of [Desired Overdraft Amount]. I believe this temporary support will enable me to navigate my current situation effectively.

I have been a customer of FNB Bank for [Duration of Relationship with Bank] and have maintained a consistent account history. I appreciate your consideration of my request and look forward to your favorable response. Thank you for your attention to this matter.

Sincerely,

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