

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

Customer Service

QNB Bank

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

Subject: Request for Adjustment of Fees

Dear QNB Bank Customer Service,

I am writing to formally request an adjustment regarding the fees applied to my account [Account Number]. I noticed several charges that I believe may have been applied in error or are inconsistent with my expectations based on the account terms I agreed to.

Specifically, I would like to address the following fees:

- [Fee Description 1] - Date: [Date] - Amount: [\$ Amount]
- [Fee Description 2] - Date: [Date] - Amount: [\$ Amount]

I have been a loyal customer of QNB Bank since [Year], and I appreciate the services you provide. I kindly ask you to review my account and consider reversing these fees as I believe they do not accurately reflect my account usage or your bank's policies.

Attached are any relevant documents and statements supporting my claim.

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

Sincerely,

[Your Name]
[Your Account Number]