

[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 Approval

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the approval of an overdraft facility for my account, [Your Account Number], at [Bank Name].

Due to [briefly explain reason for the request, e.g., unforeseen expenses, temporary cash flow issues], I believe that an overdraft protection would greatly assist me in managing my account effectively.

I am requesting an overdraft limit of [amount you are requesting], which I believe will help me cover any short-term financial needs while maintaining my commitment to responsible banking.

I have been a customer of [Bank Name] since [year], and I have maintained a good standing with my account. I appreciate your consideration of my request.

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

Sincerely,

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