

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Request to Waive Bank Fees

Dear :

On {date}, {company} made an automatic withdrawal twice, leaving my account in a negative balance. Consequently, {company} also made an automatic withdrawal, resulting in an overdraft. I was charged an overdraft fee of \$. I am asking that {Name of Bank} please waiver the overdraft fee of \$, because it was not my negligence that resulted in the overdraft.

Sincerely,

N A M E