To,
Mr. Branch Manager Sir,
\_\_\_\_\_\_\_\_\_\_ [Bank Name]
\_\_\_\_\_\_\_\_\_\_ [Branch Name]
\_\_\_\_\_\_\_\_\_\_ [Address]
Date: \_\_\_\_\_\_\_\_\_\_
Sir,
Subject: Request Letter For Refund Of Bank Fee
I humbly request that I have been an account holder with \_\_\_\_\_\_ [Your Name] in your bank for some years. Consolidated fees of \_\_\_\_\_\_\_\_ [as many as debited] have been deducted from my account due to \_\_\_\_\_\_\_\_ [due to which the money has been debited]. \_\_\_\_\_\_\_\_\_\_ Reason I could not use my account.
Therefore, you are requested to kindly refund my charges and return the amount to my account. I will always be grateful to you.
Yours Sincerely,
\_\_\_\_\_\_\_ [Your Signature]
\_\_\_\_\_\_\_ [Your Name]
\_\_\_\_\_\_\_ [Account Number]
\_\_\_\_\_\_\_ [Contact Number]