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

Date

Return address: Name 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 S . I am asking that {Name of Bank} please waiver the overdraft fee of S . because it was not my negligence that resulted in the overdraft.

Sincerely,

NAME

# **Sample Letters To Waive Tuition Charges**

Shasha Hu

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