

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

**Subject: Notice of Overdrawn Account - [Account Number]**

Dear [Customer Name],

This letter is to inform you that your account referenced above is currently overdrawn. As of [Date], your account balance is -[Amount].

This overdraft may have been caused by recent transactions, checks, or scheduled payments that exceeded your available balance. As a result, an overdraft fee of [Fee Amount] has been applied to your account.

To avoid further fees or restrictions on your account, please deposit sufficient funds to cover the negative balance immediately. You can make a deposit via our mobile app, at an ATM, or by visiting any branch location.

If you have already made a deposit to resolve this balance, please disregard this notice. If you believe there is an error or if you are experiencing financial hardship, please contact our customer service department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Financial Institution Name]