

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND NOTICE - Overdrawn Account [Account Number]

Dear [Customer Name],

Our records indicate that your checking account remains overdrawn despite our previous notice sent on [Date of First Notice]. As of today, your account balance is **[\$Amount]**.

This balance includes the initial overdraft amount plus applicable daily overdraft fees. To prevent further charges or potential account closure, please deposit sufficient funds to bring your account to a positive balance immediately.

You can make a deposit through any of the following methods:

- Online or Mobile Banking transfer
- ATM Deposit
- In-person at any local branch

If you have already sent a deposit, please disregard this notice. If you are experiencing financial hardship or believe this notice is in error, please contact our Customer Service Department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]