

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Company/Entity Name]
[Address]
[City, State, Zip Code]

RE: URGENT - Request for Immediate Funds for Overdrawn Account #[Account Number]

Dear [Recipient Name],

I am writing to formally request an urgent transfer of funds in the amount of \$[Amount] to cover a current deficit in the above-referenced bank account. As of [Date], the account is overdrawn, and immediate action is required to prevent further overdraft fees and potential service disruptions.

Please arrange for the funds to be deposited via [Wire Transfer/Electronic Transfer/Deposit] no later than [Deadline Time/Date]. The details for the transfer are as follows:

- **Bank Name:** [Bank Name]
- **Account Name:** [Account Holder Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]

Failure to rectify this balance immediately will result in additional penalties and may impact our standing with the financial institution. Please confirm once the transfer has been initiated.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]