

[Your Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Notice of Right of Setoff

Dear [Customer Name],

This letter is to inform you that your account number ending in [XXXX] is currently overdrawn in the amount of \$[Amount].

In accordance with the terms of your Account Agreement and our right of setoff, we have transferred funds from your other account(s) held at this institution to satisfy this debt. The details of the transfer are as follows:

- **Amount Transferred:** \$[Amount]
- **From Account Number:** [XXXX]
- **To Account Number:** [XXXX]
- **Date of Transfer:** [Date]

As a result of this transfer, the remaining balance in your account ending in [From Account Number] is \$[Remaining Balance].

Please ensure that you update your records and any pending transactions to reflect these changes. If you have any questions regarding this action or if you would like to discuss a repayment plan for any remaining negative balance, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Sender Name]
[Title]
[Institution Name]