

[Date]  
[Bank Name]  
[Department Name]  
[Bank Address]

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

**Subject: NOTICE OF SUSPENSION - Overdraft Protection Account**

Dear [Customer Name],

This letter is to inform you that your Overdraft Protection privileges associated with account number ending in [Last 4 Digits] have been suspended, effective immediately.

Our records indicate that your account remains in a delinquent status due to a failure to repay the outstanding balance of \$[Amount] by the required due date of [Date]. Despite previous notifications, the required payment has not been received.

As a result of this suspension:

- No further advances will be permitted under the Overdraft Protection plan.
- Any transactions that exceed your available checking account balance will be declined or returned unpaid.
- Applicable insufficient funds (NSF) fees may apply to returned items.

To reinstate your account and prevent further collection actions, please submit a payment of \$[Amount] by [Deadline Date]. You may make a payment through online banking, at any branch location, or by calling our customer service department.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a repayment plan, please contact us at [Phone Number] between [Hours of Operation].

Sincerely,

[Sender Name/Signature]  
[Title]  
[Bank Name]