

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

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

Re: Notice of Overdrawn Account - Action Required

Dear [Customer Name],

Our records indicate that your account [Account Number] is currently overdrawn beyond its authorized limit. This letter serves as a formal request for the recovery of the outstanding balance related to your Overdraft Protection service.

Account Summary:

- Current Overdrawn Balance: \$[Amount]
- Overdraft Fees Incurred: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

To ensure your account remains in good standing and to avoid potential service interruptions or credit reporting, please deposit or transfer funds to cover this balance immediately.

Payment Options:

- Mobile or Online Banking transfer.
- Deposit at any [Bank Name] ATM.
- Visit a local branch office.

If you have already made a deposit to cover this amount, please disregard this notice. If you are experiencing financial hardship and are unable to pay the full balance at this time, please contact our Collections Department at [Phone Number] to discuss available payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

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