

[Your Name/Bank Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

To the Executor/Administrator of the Estate of [Deceased Name],

Re: Notice of Overdrawn Account

Account Number: [Account Number]

Current Balance: -[Amount]

We are writing to formally notify the Estate of [Deceased Name] that the above-referenced account is currently overdrawn. Our records indicate that the account transitioned to a negative balance following [briefly state reason, e.g., outstanding checks, automated fees, or pending transactions].

As of [Date], the total amount required to bring the account to a zero balance is \$[Amount].

We kindly request that the Executor or Administrator of the estate review the account and arrange for the outstanding balance to be settled. Please provide any necessary probate documentation or Letters of Testamentary if you have not already done so, to ensure we can discuss specific account details with you.

Please remit payment or contact our office at [Phone Number] by [Date] to discuss the settlement of this balance. If the estate is currently in probate and funds are not yet available, please provide us with the contact information for the estate's legal counsel.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]