

Date: [Date]

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

Subject: NOTICE OF ACCOUNT SUSPENSION AND OVERDRAFT

Dear [Customer Name],

This letter is to inform you that your account ending in [Last 4 Digits of Account Number] has been suspended effective immediately. This action was taken because your account balance has fallen below zero and currently shows an overdraft.

Account Status Summary:

- Current Balance: [Amount]
- Overdraft Fees: [Amount]
- Total Amount Due: [Total Amount]

Due to the negative balance, all outgoing transactions, including debit card purchases, ATM withdrawals, and scheduled transfers, have been blocked. To restore your account to active status, you must deposit sufficient funds to cover the negative balance and any applicable fees by [Due Date].

If the balance is not brought to a positive standing by the date mentioned above, we may be forced to close the account permanently and report the delinquency to credit bureaus.

If you have already made a deposit to cover this amount, please disregard this notice. If you believe this is an error or if you are experiencing financial hardship, please contact our customer service department at [Phone Number] as soon as possible.

Sincerely,

[Bank Name]
[Department Name]
[Contact Information]