

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Overdrawn Account - [Account Number]

Dear [Customer Name],

This letter is to inform you that your account referenced above currently has a negative balance. As of [Date], your account is overdrawn by \$[Amount].

This overdraft occurred due to the following transaction(s):

- [Transaction Description] - [Date] - [Amount]

An overdraft fee of \$[Fee Amount] has been applied to your account. To avoid further fees or the possible restriction of your account services, please deposit sufficient funds to cover the negative balance immediately.

If you have already made a deposit to resolve this balance, please disregard this notice. You can view your real-time balance and transaction history via our online banking portal or mobile app.

If you believe there has been an error or if you are experiencing financial hardship, please contact our customer service department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]