

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

[Date]

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

RE: Notice of Overdraft Fee Assessment - Account Number: [Last 4 Digits of Account]

Dear [Customer Name],

This letter is to inform you that your account recently incurred one or more transactions that exceeded your available balance. As a result, your account has been overdrawn, and overdraft fees have been assessed.

Transaction Details:

- Date of Transaction: [Date]
- Transaction Amount: \$[Amount]
- Overdraft Fee Amount: \$[Fee Amount]

Account Status:

As of [Current Date], your current account balance is: **\$(Balance Amount)**

Please note that this balance is negative. We request that you deposit sufficient funds to bring your account to a positive balance immediately to avoid additional fees or further action.

If you have already made a deposit to cover this amount, please disregard this notice. If you believe there has been an error or if you wish to discuss repayment options, please contact our customer service department at [Phone Number] during regular business hours.

Sincerely,

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