

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

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

RE: Notice of Delayed Availability of Funds

Dear [Customer Name],

Thank you for opening a new account with [Bank Name]. This letter is to inform you that we are placing a temporary hold on the funds deposited via check into your account number ending in [Last 4 Digits of Account Number] on [Date of Deposit].

The total amount of the deposit was \$[Amount]. Under our funds availability policy for new accounts (accounts open for 30 days or less), these funds are being held for the following reason:

Reason for Hold: New Account Exception

Availability Schedule:

- \$[Amount Available Next Day] will be available for withdrawal on [Date].
- The remaining balance of \$[Remaining Amount] will be available for withdrawal on [Date].

Please note that during this hold period, these funds will not be available to cover checks you have written or other electronic debits. To avoid potential overdraft fees, please ensure your account has sufficient available funds before making transactions.

If you have any questions regarding this delay or your account, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]