

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notification Regarding Your Account Balance

Dear [Customer Name],

This letter is to inform you that your account ending in [Last 4 Digits of Account Number] has reached an overdraft status as of [Insert Date].

The details of the transaction(s) that caused this overdraft are as follows:

- **Transaction Date:** [Insert Date]
- **Transaction Description:** [Insert Description]
- **Transaction Amount:** [Insert Amount]
- **Current Account Balance:** [Insert Balance]

As a result of this overdraft, an initial fee of [Insert Fee Amount] has been applied to your account. To avoid additional daily overdraft fees or the decline of future transactions, please deposit or transfer funds to bring your account to a positive balance as soon as possible.

If you believe this notification has been sent in error, or if you would like to discuss payment arrangements, please contact our customer service department at [Insert Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank/Organization Name]

[Department Name]

[Contact Information]