

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Notice of Insufficient Funds (NSF) Fee Assessment

Dear [Customer Name],

This letter is to inform you that we recently processed a transaction on your account, [Account Number], which resulted in an insufficient funds status. Due to the lack of available funds to cover this transaction, an Insufficient Funds (NSF) fee has been assessed to your account.

Transaction Details:

- **Date of Transaction:** [Date]
- **Transaction Description:** [Description/Check Number]
- **Transaction Amount:** \$[Amount]
- **Fee Assessed:** \$[Fee Amount]

As of [Date], your current account balance is \$[Current Balance].

Please ensure that sufficient funds are deposited into your account immediately to cover any outstanding balances and to avoid further fees or the potential return of future payments. If you have already made a deposit to cover this amount, please disregard this notice.

If you believe this fee was charged in error, or if you have any questions regarding your account, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Institution Name]