

Date: [Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Account Number: [Last 4 Digits of Account Number]

NOTICE OF HOLD ON DEPOSITED FUNDS

Dear [Customer Name],

We are placing a temporary hold on funds from the following deposit:

- **Date of Deposit:** [Date]
- **Amount of Deposit:** \$[Amount]
- **Amount Being Held:** \$[Amount]

We are taking this action because we have determined, on a case-by-case basis, that the funds from this deposit require additional processing time. These funds will be available for withdrawal on **[Date Funds Will Be Available]**.

Please note that the first \$225 of your total daily deposits will be available for withdrawal on the first business day after the day of your deposit.

If you have any questions regarding this hold or if this delay will cause you to incur overdraft fees, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Name of Financial Institution]

[Department Name]