

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Hold - Emergency Conditions

Dear [Customer Name],

We are writing to inform you that a temporary hold has been placed on the following deposit made to your account [Account Number]:

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

This hold has been placed due to emergency conditions beyond our control, specifically [brief description of emergency, e.g., natural disaster, communication equipment failure, or state of emergency].

Under these circumstances, we are unable to provide our normal funds availability schedule. We anticipate that these funds will be made available to you by [Date], or as soon as normal operations resume.

We apologize for any inconvenience this may cause. If you have any questions or if this hold will result in overdraft issues, please contact our customer service department at [Phone Number].

Sincerely,

[Bank Name]

[Representative Name/Department]

[Contact Information]