

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Mailing Address: [Insert Customer Address]

Notice of Delayed Availability

Dear [Insert Customer Name],

This letter is to inform you that we are placing an extended hold on a portion of the funds from the following deposit:

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

Reason for the Hold:

[Insert Reason, e.g., Large deposit, Redeposited check, Frequent overdrafts, or Reasonable cause to doubt collectability]

Availability Schedule:

The first \$[Insert Amount] of your deposit is available for withdrawal now. The remaining \$[Insert Amount] will be available for withdrawal on [Insert Date].

If you have any questions regarding this hold or your account, please contact us at [Insert Phone Number] or visit your local branch.

Sincerely,

[Insert Employee Name/Department]

[Insert Bank Name]