

Date: [Date]

Customer Name: [Customer Name]

Account Number: [Account Number]

Transaction Amount: \$[Amount]

Subject: Notice of Hold on Deposited Funds

Dear [Customer Name],

Thank you for opening a new account with [Bank Name]. This letter is to inform you that we have placed a temporary hold on the funds deposited on [Deposit Date].

Under our new account policy and Federal Reserve Regulation CC, we are delaying the availability of these funds. Because your account has been open for less than 30 days, we are applying a "New Account" hold to ensure the processing of the deposited instrument.

**Availability Schedule:**

- \$[Amount 1] will be available for withdrawal on [Date 1].
- The remaining balance of \$[Amount 2] will be available for withdrawal on [Date 2].

Please note that this hold may affect your ability to pay checks or authorize electronic transfers from these specific funds. Other funds already available in your account are not affected by this hold.

If you have any questions, please contact our Customer Service department at [Phone Number] or visit your local branch.

Sincerely,

[Name/Department]

[Bank Name]