

Date: [Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Hold on Deposited Funds

Dear [Customer Name],

This letter is to inform you that we are placing a temporary hold on funds from the following deposit made to your account [Account Number] on [Date of Deposit]:

- **Deposit Amount:** \$[Amount]
- **Amount Held:** \$[Amount Subject to Hold]
- **Reason for Hold:** [Insert Reason, e.g., Large Deposit, Foreign Check, Frequent Overdrafts]

The funds listed above will be available for withdrawal on **[Date Funds Will Be Available]**.

The first \$[Dollar Amount] of your deposit is available for immediate withdrawal or to cover transactions processed today. The remaining balance will be released according to the date mentioned above.

If you have any questions regarding this hold or if you believe this hold was placed in error, please contact us at [Phone Number] or visit your local branch.

Thank you for choosing [Financial Institution Name].

Sincerely,

[Bank Representative Name/Department]
[Financial Institution Name]