

Date: [Date]

To:

[Account Holder Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Administrative Hold on Uncollected Funds

Dear [Account Holder Name],

This letter is to inform you that an administrative hold has been placed on a portion of the funds in your account number ending in [Last 4 Digits of Account Number].

Details of the Hold:

- **Amount of Hold:** \$[Amount]
- **Reason for Hold:** Uncollected Funds (Check Deposit)
- **Deposit Date:** [Date of Deposit]
- **Estimated Release Date:** [Date Funds Will Be Available]

The hold has been placed because we have not yet received final payment from the financial institution on which the deposited check was drawn. During this period, the specified amount will not be available for withdrawal, debit transactions, or to cover outstanding checks.

Please ensure that your account maintains a sufficient balance, excluding the held amount, to cover any scheduled payments and avoid potential overdraft fees.

If the funds are collected sooner than the date listed above, the hold will be released immediately. If the deposited item is returned unpaid, the hold will be removed, and the amount will be deducted from your account balance.

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

Sincerely,

[Name/Department]

[Financial Institution Name]