

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notice of Overdrawn Account - [Account Number Ending in XXXX]

Dear [Customer Name],

This letter is to inform you that your account is currently overdrawn. As of [Date], your account balance is **\$[Amount]**.

This overdraft occurred due to the following transaction(s):

- [Transaction Date]: [Description] - \$[Amount]

As a result, an overdraft fee of \$[Fee Amount] has been applied to your account. To avoid further fees or potential restrictions on your account, please deposit sufficient funds to bring your balance positive immediately.

If you have already made a deposit to cover this balance, please disregard this notice. If you believe there has been an error, or if you are experiencing financial hardship, please contact us at [Phone Number] or visit your local branch as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Representative Name/Department]
[Bank Name]