

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

Subject: Courtesy Overdraft Alert - Action Required

Dear [Customer Name],

This is a courtesy notification to inform you that your account ending in [Last 4 Digits of Account Number] is currently overdrawn.

Account Status Details:

- Current Balance: \$[Amount]
- Date Overdrawn: [Date]

We have processed your recent transactions to ensure your payments were completed; however, your balance is now below zero. To avoid additional fees or service interruptions, please deposit funds to bring your account to a positive balance as soon as possible.

You can make a deposit through our mobile app, at any ATM, or by visiting a local branch.

If you have already made a deposit to cover this amount, please disregard this notice. If you have questions regarding these transactions, please call us at [Phone Number] or log in to your online banking portal.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Customer Service Department]