

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

Subject: Important Notice Regarding Your Account - [Account Number Ending in XXXX]

Dear [Customer Name],

We are writing to inform you that your account recently reached a negative balance. This letter is a courtesy notification to help you manage your account and avoid additional fees.

Account Summary:

- Current Balance: \$[Amount]
- Date of Overdraft: [Date]

To bring your account back into good standing, please make a deposit or transfer funds to cover the negative balance as soon as possible.

If you have already made a deposit to resolve this balance, please disregard this notice. If you believe there has been an error, or if you are experiencing financial hardship, please contact our customer service team at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter and for choosing [Bank Name].

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]