

[Your Name/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address Line 1]
[City, State, Zip Code]

Subject: Notification of Account Overdraft - Account Number: [Last 4 Digits of Account]

Dear [Recipient Name],

This letter is to inform you that your account has reached an overdraft status as of [Date]. Our records indicate that a recent transaction in the amount of \$[Amount] has resulted in a negative balance of \$[Current Balance].

As this is the first instance of an overdraft on this account, we would like to bring this to your attention so you can rectify the balance promptly. We understand that oversights can happen, and we are here to help you manage your account effectively.

Please take the following actions:

- Deposit or transfer funds into your account to cover the negative balance immediately.
- Review your recent transactions to ensure all activity is authorized.
- Review our overdraft policy [Link/Reference] to understand applicable fees or interest charges.

If you have already made a deposit to cover this amount, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this notification, please contact our customer service team at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Organization Name]