

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Notification of Overdraft Activity

Dear [Customer Name],

This letter is to inform you that on [Date of Transaction], your account ending in [Last 4 Digits of Account Number] reached a negative balance. This is the first time an overdraft has occurred on this account.

Transaction Details:

- Transaction Date: [Date]
- Transaction Amount: \$[Amount]
- Current Balance: \$[Amount]
- Overdraft Fee Applied: \$[Amount]

To avoid further fees or service interruptions, please deposit sufficient funds to bring your account to a positive balance immediately.

If you have questions regarding this notice or believe there has been an error, please contact our customer service department at [Phone Number] or visit your local branch.

We appreciate your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]