

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Friendly Reminder Regarding Your Account Balance

Dear [Customer Name],

This is a friendly notification to let you know that your account [Account Number] has recently reached a negative balance of [Amount].

We understand that this can happen from time to time. We kindly ask that you make a deposit or transfer funds to bring your account back into good standing as soon as possible to avoid any potential overdraft fees or service interruptions.

If you have already made a deposit to cover this amount, please disregard this letter.

If you have any questions or if there is anything we can do to assist you, 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/Department]

[Bank Name]