

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Overdrawn Account - [Account Number]

Dear [Customer Name],

This letter is to inform you that your account referenced above is currently overdrawn. As of [Date], your account balance is -[Amount].

The following transaction(s) resulted in this overdraft:

- [Date]: [Transaction Description] - [Amount]

As a result, an overdraft fee of [Fee Amount] has been applied to your account. To avoid further fees or potential restrictions on your account, please deposit sufficient funds to cover the negative balance immediately.

If you have already made a deposit to correct 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 department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]