

Date: [Insert Date]

To:

[Account Holder Name]

[Street Address]

[City, State, Zip Code]

Subject: Important Information Regarding Your Overdraft Status

Dear [Account Holder Name],

This letter is to inform you that your primary account ending in [Last 4 Digits of Account Number] has reached an overdraft status as of [Date].

Account Summary:

- Current Balance: [Insert Amount]
- Overdraft Fees Applied: [Insert Amount]
- Total Amount Due: [Insert Amount]

To avoid further fees or potential restrictions on your account, please deposit or transfer sufficient funds to cover the negative balance by [Due Date].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]