

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Unpaid Overdraft Balance - Account [Account Number]

Dear [Customer Name],

Our records indicate that your account currently has a negative balance of \$[Amount]. This overdraft occurred on [Date] due to [Reason, e.g., ATM withdrawal / check payment / electronic transfer].

To avoid additional overdraft fees or the potential suspension of your banking privileges, we request that you deposit sufficient funds to cover this deficit immediately.

Account Summary:

Current Balance: \$[Amount]
Overdraft Fees Incurred: \$[Amount]
Total Amount Due: \$[Total Amount]

Please make a deposit via mobile banking, at an ATM, or by visiting any of our branch locations by [Deadline Date].

If you have already made a deposit to resolve this balance, please disregard this notice. If you are experiencing financial hardship or believe this balance is in error, please contact our Customer Service Department at [Phone Number] between [Hours of Operation].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Bank Name]