

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

Subject: SECOND NOTICE - Overdrawn Account [Account Number]

Dear [Customer Name],

This is a second formal notification regarding the overdrawn status of your account. As of [Current Date], your account balance remains at [Current Balance].

We previously notified you on [Date of First Notice] regarding this deficit; however, we have not yet received the funds required to bring your account back to a positive balance. As a result, your account has been assessed additional overdraft fees totaling [Fee Amount].

Required Action:

To avoid further penalties or the potential suspension of your banking privileges, please deposit at least [Total Amount Due] immediately. You can make this payment via online banking, at any of our branch locations, or at an ATM.

If you have already sent this payment or believe there is an error, please contact our Customer Service department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Bank Name]