

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

[Company Name]
[Attention: Account Holder Name]
[Company Address]
[City, State, Zip Code]

RE: Notice of Overdraft and Penalty Fees - Account Number: [Ending in XXXX]

Dear [Customer Name/Company Representative],

This letter serves as formal notification that your commercial checking account listed above has reached a negative balance. As of [Date], the current balance is \$[Amount].

Due to this overdraft, the following penalty fees have been applied to your account:

- **Overdraft Fee:** \$[Amount]
- **Insufficient Funds Fee:** \$[Amount]
- **Total Penalty Amount:** \$[Amount]

To avoid further penalties, additional interest charges, or potential account suspension, please deposit sufficient funds to cover the negative balance and fees immediately. You must bring your account to a positive balance by [Date].

If you have already made a deposit to resolve this balance, please disregard this notice. If you believe there has been an error or if you wish to discuss a payment plan, please contact your Relationship Manager at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]
[Title]
[Bank Name]