

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Continuous Negative Balance Fees - Account Number ending in [Last 4 Digits]

Dear [Customer Name],

This letter is to inform you that your account referenced above has remained in a negative balance for [Number] consecutive business days.

According to our fee schedule, a Continuous Negative Balance Fee of \$[Amount] has been applied to your account. Please be advised that additional fees may continue to be assessed every [Number] days until the account balance is brought current.

Current Account Summary:

- Current Balance: \$[Amount]
- Total Overdraft Fees Charged: \$[Amount]
- Amount Required to Clear Deficiency: \$[Amount]

Please deposit sufficient funds immediately to cover the negative balance and any accrued fees to avoid further charges or potential account closure. You can make a deposit via mobile app, at any ATM, or by visiting a local branch.

If you have already sent a deposit or if you believe this notice has been sent in error, please contact our Customer Service Department at [Phone Number] or visit us at [Website].

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]