

Date: [Insert Date]

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

Subject: NOTICE OF EXTENDED OVERDRAFT FEE ACCRUAL

Dear [Customer Name],

This letter is to inform you that your account number ending in [Last 4 Digits] has remained in a negative balance for [Number] consecutive days. As of [Date], your current balance is \$[Amount].

According to our fee schedule, accounts that remain overdrawn beyond [Number] days are subject to an **Extended Overdraft Fee**. Because your account has not been brought to a positive balance within the required timeframe, a fee of \$[Fee Amount] has been charged to your account on [Date].

Please be advised that additional extended overdraft fees of \$[Fee Amount] will continue to accrue every [Number] days that the account remains negative, up to a maximum of [Maximum Number] fees.

Action Required:

To stop further fees from accruing, please deposit sufficient funds to bring your account to a positive balance immediately. Deposits can be made via mobile app, at any ATM, or at a local branch.

If you are experiencing financial hardship or believe this notice was sent in error, please contact our Customer Service Department at [Phone Number] between the hours of [Hours of Operation].

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]
[Department Name]
[Contact Information]