

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Overdraft Fee Assessment

Dear [Customer Name],

This letter is to inform you that your account ending in [Last 4 Digits of Account Number] reached a negative balance on [Date]. As a result, an overdraft fee has been assessed to your account.

Transaction Details:

- **Transaction Date:** [Date]
- **Transaction Description:** [Description]
- **Transaction Amount:** \$[Amount]
- **Overdraft Fee Amount:** \$[Fee Amount]
- **Current Account Balance:** \$[Balance]

To avoid further fees, please deposit sufficient funds to bring your account to a positive balance immediately. You can review your account activity and manage alerts through our online banking portal or mobile app.

If you believe this fee was charged in error, or if you are experiencing financial hardship, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Customer Service Department]