

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Re: Notice of Overdraft Fees - Account Ending in [Last 4 Digits of Account Number]

Dear [Customer Name],

This letter is to inform you that your account recently reached a negative balance. As a result, multiple overdraft fees have been assessed to your account for the transactions listed below:

Date	Description	Transaction Amount	Overdraft Fee
[Date]	[Description/Merchant]	[\$[Amount]]	[\$[Fee]]
[Date]	[Description/Merchant]	[\$[Amount]]	[\$[Fee]]
[Date]	[Description/Merchant]	[\$[Amount]]	[\$[Fee]]

Total Fees Assessed: \$[Total Amount]

Current Account Balance: \$[Current Balance]

Please make a deposit immediately to bring your account to a positive balance and avoid further fees or possible account restriction. If a deposit has already been made, please disregard this notice.

If you believe these fees were charged in error, or if you would like to discuss payment options, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Name]

[Department Name]

[Website/Contact Info]