

[Bank Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

[Date]

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

Subject: Notification of Overdraft Assessment and Current Account Balance

Dear [Customer Name],

This letter is to inform you that your account number ending in [XXXX] has reached an overdrawn status. Based on our tiered overdraft policy, we have assessed the following fees to your account:

Transaction Summary:

- **Date of Overdraft:** [Date]
- **Overdrawn Amount:** \$[Amount]
- **Tier Level Applied:** [Tier 1 / Tier 2 / Tier 3]
- **Overdraft Fee Assessed:** \$[Fee Amount]

Account Balance Information:

As of [Current Date/Time], your total outstanding balance is: **\$(Total Negative Balance)**

To avoid additional tiered fees or the potential suspension of account privileges, please deposit sufficient funds to bring your account to a positive balance immediately.

If you have already made a deposit to cover this balance, please disregard this notice. If you believe there has been an error or if you are experiencing financial hardship, please contact our Customer Service department at [Phone Number] or visit your local branch.

Sincerely,

[Sender Name/Signature]
[Title]
[Bank Name]