

[Date]

[Recipient Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Re: Overdraft Protection Transfer Confirmation - Account ending in [Last 4 Digits of Account]

Dear [Recipient Name],

This letter is to confirm that an automatic transfer of funds was completed to cover an overdraft on your business checking account.

Transaction Details:

- Date of Transfer: [Date]
- Amount Transferred: \$[Amount]
- From Funding Account: [Account Name/Type] (ending in [Last 4 Digits])
- To Recipient Account: [Account Name/Type] (ending in [Last 4 Digits])
- Transfer Fee (if applicable): \$[Fee Amount]

This transfer was performed in accordance with your Overdraft Protection agreement to ensure your transactions were processed without interruption and to prevent returned item fees.

Please update your accounting records to reflect this transfer. You may view the full details of this transaction by logging into your online banking portal or reviewing your next monthly statement.

If you have any questions regarding this transfer or your account settings, please contact your Relationship Manager or call our Business Support Team at [Phone Number].

Thank you for choosing [Bank Name] for your business banking needs.

Sincerely,

[Sender Name/Department]

[Bank Name]