

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
[Date]

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

Subject: Confirmation of Overdraft Protection Transfer

Dear [Customer Name],

This letter is to confirm that an automated transfer was completed to cover insufficient funds in your account. Details of the transfer are provided below:

- **Date of Transfer:** [Date]
- **From Account (Source):** [Account Type/Last 4 Digits]
- **To Account (Destination):** [Account Type/Last 4 Digits]
- **Transfer Amount:** \$[Amount]
- **Transfer Fee:** \$[Amount]

This transfer was initiated because the balance in your destination account was insufficient to cover a pending transaction. Thanks to your Overdraft Protection plan, your transaction was processed successfully, and potential returned item fees were avoided.

Please review your account statement to ensure all information is correct. If you have any questions regarding this transfer or your account settings, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

[Bank Representative Name/Department]  
[Bank Name]