

[Date]

[Account Holder Name 1]

[Account Holder Name 2]

[Mailing Address]

[City, State, Zip Code]

Subject: Confirmation of Overdraft Protection Transfer

Dear [Account Holder Names],

This letter is to confirm that a transfer of funds was completed today to cover an overdraft on your joint checking account.

Transfer Details:

- **Date of Transfer:** [Date]
- **Amount Transferred:** \$[Amount]
- **From Account (Source):** [Savings/Secondary Account Number ending in XXXX]
- **To Account (Destination):** [Joint Checking Account Number ending in XXXX]

As per your Overdraft Protection agreement, these funds were moved to ensure your pending transactions were processed and to prevent returned item fees. Please note that a transfer fee of \$[Fee Amount] has been applied to your account.

Please review your account statement to ensure all information is correct. If you have any questions or did not authorize this protection plan, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

[Name/Department]

[Bank Name]