

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Confirmation of Manual Overdraft Protection Transfer

Dear [Customer Name],

This letter is to confirm that a manual transfer was completed today to cover an overdraft on your account. Per your request, funds were moved to prevent a negative balance and potential transaction declines.

Transaction Details:

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

Please review your account statement to ensure all details are correct. If you did not authorize this transfer or if you have any questions regarding your account balance, please contact us immediately at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]