

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Overdraft - Account Number: [Your Business Account Number]

Dear [Bank Manager Name or Department],

I am writing to formally acknowledge the notification regarding the overdraft status of our business account referenced above. As of [Date], our records indicate a negative balance of [Amount].

We would like to inform you that we have taken immediate action to rectify this situation. We have initiated a transfer/deposit of [Amount] which will be credited to the account by [Date]. This will cover the outstanding balance and the associated overdraft fees.

This situation occurred due to [Brief Reason, e.g., an unexpected delay in a client payment / a processing error]. We have implemented internal measures to ensure that sufficient funds are maintained in the account to cover all future obligations and to prevent a recurrence.

We value our banking relationship with [Bank Name] and request that you consider a waiver of the overdraft fees on this occasion given our history of maintaining the account in good standing.

Please contact me directly at [Your Phone Number] if you require any further information or documentation.

Sincerely,

[Signature]

[Your Name]
[Your Job Title]