

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Subject: Notice of Overdraft Fee Assessment

Dear [Customer Name],

This letter is to inform you that your account ending in [Last 4 Digits of Account Number] has incurred an overdraft fee. This fee was assessed because a transaction exceeded your available balance.

Transaction Details:

- **Date of Transaction:** [Date]
- **Description:** [Merchant Name/Transaction Type]
- **Transaction Amount:** \$[Amount]
- **Overdraft Fee:** \$[Fee Amount]

As of [Date], your current account balance is \$[Balance]. Please ensure that sufficient funds are deposited into your account immediately to cover the negative balance and any pending transactions.

If you have questions regarding this fee or if you believe this assessment was made in error, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]