

[Date]

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

Subject: Important Notice Regarding Your Overdraft Protection Limit

Dear [Customer Name],

We are writing to inform you that your account ending in [Last 4 Digits of Account Number] has reached its maximum overdraft protection limit of \$[Amount].

As a result, any further transactions that exceed your available balance may be declined, or may result in additional non-sufficient funds (NSF) fees. To avoid these charges and ensure your transactions are processed, please make a deposit to bring your account to a positive balance as soon as possible.

Account Summary:

- Current Balance: \$[Amount]
- Overdraft Limit: \$[Amount]
- Available Funds: \$[Amount]

If you have already made a deposit to cover this balance, please disregard this notice. You can monitor your account status and transaction history through our online banking portal or mobile app.

If you have any questions or wish to discuss repayment options, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Name]
[Department Name]
[Contact Information]