

Date: [Insert Date]

To: [Account Holder Name]

Address: [Insert Address]

Account Number: [Insert Account Number]

Subject: Notification of Maximum Overdraft Facility Utilization

Dear [Account Holder Name],

We are writing to formally notify you that your account has reached its maximum authorized overdraft limit of [Insert Currency and Amount].

As of [Insert Date/Time], your current balance is [Insert Current Balance]. Please be advised that you have now utilized 100% of your pre-approved credit facility. Consequently, any further withdrawal requests, checks, or automated payments that exceed this limit may be declined or returned unpaid.

To avoid potential service interruptions, additional interest charges, or over-limit fees, we request that you deposit funds into your account immediately to reduce the outstanding balance.

If you anticipate a continued need for additional credit, please contact your Account Manager at [Insert Phone Number] to discuss a formal review of your credit facilities.

Please disregard this notice if a deposit has already been made to bring your account within the authorized limit.

Sincerely,

[Sender Name]

[Title/Department]

[Bank Name]