

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Overdraft Protection Line of Credit Exhaustion

Dear [Customer Name],

This letter is to formally notify you that your Overdraft Protection Line of Credit associated with account number ending in [Last 4 Digits] has reached its maximum credit limit. As of [Date], the available balance on this line of credit is \$0.00.

Because the limit has been exhausted, any future transactions that exceed your checking account balance may be declined or returned unpaid. Additionally, standard non-sufficient funds (NSF) or overdraft fees may apply to any such transactions.

To restore your coverage, please make a payment to reduce your outstanding balance. You can view your current balance and make payments through [Online Banking Link], at any branch location, or by calling our customer service department.

If you have already sent a payment or have questions regarding your account status, please contact us at [Phone Number] during our business hours of [Business Hours].

Thank you for your prompt attention to this matter.

Sincerely,

[Bank/Institution Name]

[Department Name]

[Contact Information]