

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

[Date]

[Business Name]
[Attention: Contact Name]
[Business Address]
[City, State, Zip Code]

Subject: Notice of Overdraft Fee Assessment

Dear [Contact Name],

This letter is to inform you that an overdraft fee has been assessed on your business checking account ending in [Last 4 Digits of Account Number].

On [Date of Transaction], a transaction in the amount of \$[Transaction Amount] was presented for payment. Because the available balance in your account was insufficient to cover this item, the account has been overdrawn.

Details of Assessment:

- Transaction Date: [Date]
- Transaction Description: [Description/Payee]
- Overdraft Fee Amount: \$[Fee Amount]
- Current Account Balance: \$[Current Balance]

Please ensure that sufficient funds are deposited into the account immediately to cover the overdrawn balance and to avoid any additional fees or service interruptions. You may review your transaction history via our online banking portal or mobile app.

If you have any questions regarding this notice or if you believe this fee was assessed in error, please contact our Business Banking Team at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Signature]
[Title/Position]
[Bank Name]