

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Notice of Overdraft Grace Period Expiration**

Dear [Contact Person Name or Business Owner],

This letter is to formally notify you that the temporary overdraft grace period for your business checking account ending in [Last 4 Digits of Account Number] is scheduled to expire on [Expiration Date].

As of [Current Date], your account balance is \$[Amount].

Starting on [Day After Expiration Date], our standard overdraft policies and fees will resume. Please ensure that sufficient funds are deposited into your account before this date to cover any outstanding balances and pending transactions. Any items presented for payment that exceed your available balance after the expiration date may be subject to standard Insufficient Funds (NSF) or Overdraft Fees of \$[Fee Amount] per item.

If you require an extension or wish to discuss alternative financing options to manage your cash flow, please contact your Relationship Manager at [Phone Number] or visit your local branch immediately.

Thank you for your prompt attention to this matter and for choosing [Bank Name] for your business banking needs.

Sincerely,

[Bank Representative Name]  
[Title]  
[Bank Name]