

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Re: Acknowledgment of Overdraft Resolution - Account Number: [Account Number]

Dear [Bank Contact Name or Department],

This letter serves as formal acknowledgment that the overdraft status on business account [Account Number] has been resolved as of [Date].

We confirm that a deposit in the amount of \$[Amount] was credited to the account to cover the outstanding negative balance and all associated overdraft fees. As of the date of this letter, the account reflects a positive balance of \$[Current Balance].

We have reviewed our internal accounting procedures to prevent future occurrences. We appreciate your cooperation and the professional manner in which this matter was handled by your team.

Please provide written confirmation that this matter is considered closed and that our account is currently in good standing. If any further actions or documentation are required, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Job Title]
[Business Name]