

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

[Date]

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

Subject: Notification of Account Overdraft - Account Ending in [Last 4 Digits]

Dear [Contact Person Name],

This letter is to inform you that your business checking account is currently overdrawn. As of [Date], your account balance is \$[Amount].

The following transaction(s) resulted in this overdraft:

- [Transaction Date] - [Description] - \$[Amount]

As a result, an overdraft fee of \$[Fee Amount] has been applied to your account. To avoid further fees or potential disruptions to your banking services, please deposit or transfer sufficient funds to cover the negative balance immediately.

If you have already made a deposit to resolve this balance, please disregard this notice. If you believe there has been an error or if you need to discuss a payment plan, 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]
[Bank Name]