

Date: [Insert Date]

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

Subject: Routine Update: Business Account Overdraft Status

Dear [Recipient Name/Business Owner],

This letter is to provide you with a routine update regarding the current status of your business checking account ending in #[Last 4 Digits of Account Number].

Our records indicate that as of [Date], your account has reached an overdraft status. Please find the summary of your account balance below:

- **Current Balance:** \$[Amount]
- **Overdraft Amount:** \$[Amount]
- **Applicable Fees:** \$[Amount]

To ensure the continued smooth operation of your business transactions and to avoid further fees or service interruptions, we kindly request that you deposit or transfer sufficient funds to bring your account to a positive balance by [Date].

If you have already made a deposit to cover this amount, please disregard this notice. You can review your recent transaction history and manage your account settings via our online banking portal or mobile app.

If you have any questions regarding this status or require assistance with your account, please contact your Relationship Manager or our Business Support Team at [Phone Number].

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

Sincerely,

[Sender Name]
[Title]
[Bank Name]