

Date: [Insert Date]

To:

[Business Name]

[Business Address]

[City, State, Zip Code]

RE: SECOND NOTICE - Overdrawn Account [Insert Account Number]

Dear [Contact Name/Business Owner],

Our records indicate that we previously contacted you on [Date of First Notice] regarding an overdraft on your business checking account. As of today, we have not received the necessary funds to bring your account balance to a positive standing.

Current Account Status:

- Current Balance: \$[Amount]
- Overdraft Fees Incurred: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please deposit sufficient funds to cover this deficit immediately. You may resolve this balance via online banking, at any of our branch locations, or by wire transfer.

Failure to rectify this balance within [Number] days may result in further action, including the restriction of account privileges, additional fees, or the formal closure of your business account. This may also impact your business credit rating.

If you have already sent the payment or if you believe this notice is in error, please contact our Business Services Department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Bank/Financial Institution Name]

[Contact Information]