

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Account Balance

Dear [Customer Name],

This is a courtesy reminder regarding your account ending in [Last 4 Digits of Account Number]. Our records indicate that your account is currently overdrawn by [Amount].

We understand that mistakes can happen. To avoid further fees or potential disruptions to your banking services, please deposit or transfer funds to bring your account balance to a positive standing as soon as possible.

**Account Details:**

- Current Balance: [Amount]
- Date Overdrawn: [Date]

If you have already made a deposit to cover this balance, please disregard this notice. If you are experiencing financial difficulties or believe there is an error, please contact our customer service team at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]

[Bank/Organization Name]