

[Date]

[Customer Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**Subject: Annual Review of Your Linked Account Overdraft Sweep Status**

Dear [Customer Name],

This letter is to provide you with the annual status update regarding the Overdraft Sweep protection currently active on your account(s). This service helps prevent declined transactions and overdraft fees by automatically transferring available funds from your linked backup account.

**Current Enrollment Details:**

- **Primary Checking Account:** [Account Number ending in XXXX]
- **Linked Funding Account:** [Account Number ending in XXXX]
- **Current Status:** [Active / Suspended]

**How it Works:**

When your primary checking account does not have sufficient funds to cover a transaction, funds are swept from your linked funding account in increments of \$[Amount] to cover the shortfall. Please note that while this service helps avoid overdraft interest, a transfer fee of \$[Amount] may apply per daily sweep.

**Action Required:**

If you wish to keep your current settings, no action is required. If you would like to change your linked account, cancel this service, or update your transfer preferences, please visit your local branch or log in to your online banking portal at [Website URL].

Thank you for choosing [Bank Name].

Sincerely,

[Manager Name/Department]  
[Bank Name]  
[Customer Service Phone Number]