

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

[Date]

[Customer Name]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Approval of Commercial Linked Account Overdraft Sweep Service

Dear [Customer Name],

We are pleased to inform you that your application for the Commercial Linked Account Overdraft Sweep service has been approved for the following accounts:

- **Primary Operating Account:** [Account Number]
- **Secondary Funding Account:** [Account Number]

Service Details:

Effective [Effective Date], if the balance in your Primary Operating Account falls below zero, funds will automatically be transferred from your Secondary Funding Account in increments of [Transfer Increment Amount] to cover the deficit, up to the available balance in the funding account.

Terms and Fees:

- A daily sweep fee of \$[Amount] will be charged for each day a transfer occurs.
- This service does not guarantee coverage if the Secondary Funding Account has insufficient funds.
- Standard transaction limits and governing account agreements apply.

Please review your next account statement to ensure the setup meets your expectations. If you have any questions or wish to modify your sweep settings, please contact your Relationship Manager at [Phone Number] or [Email Address].

Thank you for choosing [Bank Name] for your business banking needs.

Sincerely,

[Sender Name]
[Title]
[Bank Name]