

**Date:** [Insert Date]

**Account Holder Name:** [Insert Name]

**Address:** [Insert Address]

**City, State, Zip:** [Insert City, State, Zip]

**Subject: Notice of Executed Overdraft Sweep Transfer**

Dear [Insert Account Holder Name],

This letter is to confirm that an automatic overdraft sweep transfer has been executed on your account to prevent an overdraft or a returned item.

**Transaction Details:**

- **Date of Transfer:** [Insert Date]
- **Amount Transferred:** \$[Insert Amount]
- **From Account (Source):** [Insert Account Type/Last 4 Digits]
- **To Account (Destination):** [Insert Account Type/Last 4 Digits]
- **Transfer Fee:** \$[Insert Fee Amount or "None"]

This transfer was completed in accordance with the Overdraft Protection Agreement associated with your accounts. Please update your records accordingly to ensure your balances are accurate.

If you have any questions regarding this transfer or your account settings, please contact our customer service department at [Insert Phone Number] or visit your local branch.

Thank you for banking with [Insert Bank Name].

Sincerely,

[Insert Name/Department]

[Insert Bank Name]