

Date: [Insert Date]

To: [Account Holder Name]

Address: [Recipient Street Address]

City, State, Zip: [Recipient City, State, Zip]

Subject: Notice of Insufficient Funds for Linked Account Sweep

Dear [Account Holder Name],

This letter is to inform you that we were unable to complete a scheduled automated sweep transfer from your linked account to your primary account on [Date of Attempted Transfer].

Transaction Details:

- **Primary Account Number:** [Last 4 Digits of Account Number]
- **Linked Funding Account:** [Last 4 Digits of Funding Account]
- **Attempted Sweep Amount:** \$[Amount]
- **Reason:** Insufficient Funds

Due to the lack of available funds in your linked account, the transfer was declined. As a result, your primary account may be at risk of overdraft or may have failed to meet its minimum balance requirements.

Action Required:

Please ensure that sufficient funds are available in your linked funding account to cover future sweep transfers. You may need to manually deposit funds or transfer money between your accounts to resolve any current balance deficiencies.

Please note that an insufficient funds fee of \$[Fee Amount] has been applied to your [Primary/Linked] account as a result of this failed transaction.

If you have any questions or believe this notice was sent in error, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]