

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

[Date]

[Company Name]
[Attention: Contact Person/Officer]
[Company Address]
[City, State, Zip Code]

RE: Notice of Extended Overdraft Fee - Account Number: [Account Number]

Dear [Contact Name],

Our records indicate that your commercial checking account referenced above has maintained a negative balance for [Number of Days] consecutive business days.

According to the terms and conditions of your Commercial Deposit Account Agreement, an Extended Overdraft Fee of \$[Amount] has been assessed to your account as of [Date].

Account Status Summary:

- Current Balance: \$[Amount]
- Date Account Became Overdrawn: [Date]
- Total Fees Assessed: \$[Amount]

Please deposit sufficient funds immediately to bring your account to a positive balance. Failure to resolve the overdrawn status may result in further fees, restriction of account services, or account closure.

If you have already made a deposit to cover this balance, please disregard this notice. If you have questions regarding these charges or wish to discuss repayment options, please contact your Relationship Manager or our Business Support Team at [Phone Number].

Sincerely,

[Sender Name]
[Title]
[Bank Name]