

[Company Letterhead]

[Date]

[Recipient Name]

[Authorized Representative Title]

[Business Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Sustained Negative Balance - Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as formal notification regarding the sustained negative balance on the corporate account referenced above. As of [Date], your account reflects a balance of [Amount].

Our records indicate that this account has remained in a negative status for [Number] consecutive days. Pursuant to the terms and conditions of your Business Account Agreement, a Sustained Negative Balance Fee of [Fee Amount] has been imposed on the account.

Please be advised of the following:

- **Immediate Deposit Required:** To avoid further fees or potential account closure, please deposit sufficient funds to bring the account to a positive balance immediately.
- **Additional Penalties:** Failure to resolve the overdraft within [Number] days may result in the suspension of account privileges, reporting to credit bureaus, or the referral of this debt to a collection agency.
- **Recurring Fees:** Continued negative status may result in additional daily or weekly sustained overdraft charges.

If you have already made a deposit to cover this balance, please disregard this notice. If you are experiencing financial difficulties or believe there is an error, please contact your Relationship Manager at [Phone Number] or visit your local branch immediately to discuss payment options.

Sincerely,

[Sender Name]

[Title]

[Department Name]

[Financial Institution Name]