

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

[Date]

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

Subject: Notice of Extended Overdraft Fee

Dear [Customer Name],

This letter is to inform you that your personal checking account, ending in [Last 4 Digits of Account Number], has been overdrawn for [Number] consecutive business days.

According to our fee schedule, an Extended Overdraft Fee of \$[Amount] has been charged to your account as of [Date]. This fee is in addition to any initial overdraft or non-sufficient funds fees previously applied.

Account Summary:

- Current Balance: \$[Balance Amount]
- Extended Overdraft Fee: \$[Fee Amount]
- Total Amount Required to Bring Account Current: \$[Total Amount]

Please deposit sufficient funds immediately to bring your account to a positive balance and avoid further charges. If your account remains overdrawn, it may result in additional extended overdraft fees or the closure of your account.

If you have already made a deposit to cover this balance, please disregard this notice. If you have questions or are experiencing financial hardship, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name/Department]
[Bank Name]