

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

[Date]

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

Subject: Notice of Extended Overdraft Fee Assessment

Dear [Contact Person Name],

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

According to our fee schedule, accounts that remain in a negative balance for an extended period are subject to an Extended Overdraft Fee. As of [Date], a fee of \$[Amount] has been assessed to your account.

Account Summary:

- Current Balance: \$[Negative Balance Amount]
- Fee Amount Assessed: \$[Amount]
- Date Account First Became Overdrawn: [Date]

To avoid further fees and potential account restrictions, please deposit sufficient funds to bring your account to a positive balance immediately. You can make a deposit through our mobile app, at an ATM, or by visiting any branch location.

If you have already made a deposit to cover this balance, please disregard this notice. If you have questions or are experiencing financial difficulties, please contact us at [Phone Number] to discuss available options.

Sincerely,

[Sender Name/Department]
[Bank Name]