

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

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

RE: Notice of Sustained Overdraft Fee

Dear [Customer Name],

This letter is to inform you that your account [Account Number ending in XXXX] has remained in a negative balance for [Number] consecutive business days.

As outlined in your Account Agreement and Fee Schedule, a Sustained Overdraft Fee (also known as an Extended Overdraft Fee) of \$[Amount] has been assessed to your account as of [Date].

Account Summary:

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

To avoid additional fees, please deposit sufficient funds to bring your account to a positive balance immediately. Please note that if the account remains overdrawn, additional sustained overdraft fees may be applied periodically according to our policy.

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

Sincerely,

[Bank Name/Department]
[Contact Information]