

[Date]

[Attorney Name]  
[Law Firm Name]  
[Address Line 1]  
[Address Line 2]

**RE: NOTICE OF OVERDRAFT - ATTORNEY TRUST ACCOUNT #[Account Number]**

Dear [Attorney Name],

This letter serves as formal notification regarding an overdraft occurrence in your Attorney Trust Account/IOLTA held at [Bank Name].

On [Date of Occurrence], the following transaction(s) resulted in a negative balance:

- **Instrument/Transaction Type:** [e.g., Check #123 / Wire Transfer]
- **Amount:** \$[Amount]
- **Resulting Balance:** \$[Balance]

Pursuant to [State/Jurisdiction] Bar Rules and our agreement as a financial institution, we are required to report any overdraft or dishonored instrument on an attorney trust account to the [State Bar Association / Office of Attorney Ethics].

Please be advised that a report of this incident has been (or will be) forwarded to the disciplinary authorities as required by law. We recommend that you review your internal accounting records immediately and provide any necessary explanations or corrective actions to the State Bar upon their inquiry.

If you believe this notification was sent in error or have questions regarding the transaction details, please contact [Department/Contact Person] at [Phone Number] immediately.

Sincerely,

[Bank Representative Name]  
[Title]  
[Bank Name]

cc: [State Bar Association/Disciplinary Board]