

## **URGENT: ESCROW TRUST ACCOUNT OVERDRAFT WARNING**

Date: [Insert Date]

To: [Insert Recipient Name/Account Holder]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Re: Escrow Trust Account Number: [Insert Account Number]

Dear [Insert Name],

This letter serves as a formal notification that the above-referenced Escrow Trust Account is currently in an overdraft status or has fallen below the required minimum balance. As of [Insert Date], the current balance is \$[Insert Amount].

The following transaction(s) resulted in this deficiency:

- Date: [Insert Date] | Description: [Insert Description] | Amount: \$[Insert Amount]
- Date: [Insert Date] | Description: [Insert Description] | Amount: \$[Insert Amount]

Escrow Trust Accounts are subject to strict fiduciary regulations. An overdraft in such an account is a serious matter that may require reporting to state regulatory authorities or the State Bar if not corrected immediately.

### **Action Required:**

You are required to deposit cleared funds into the account to resolve the deficit no later than [Insert Deadline Date/Time]. Please provide written confirmation and proof of the deposit once completed.

Failure to rectify this balance immediately may result in the suspension of account privileges, administrative fees, and further legal or regulatory action.

If you believe this notification is in error, please contact [Insert Name/Department] at [Insert Phone Number] immediately.

Sincerely,

[Insert Your Name/Company Name]

[Insert Title]

[Insert Phone Number]