

DATE: [Insert Date]

TO: [Recipient Name/Account Holder]

ADDRESS: [Insert Address]

RE: NOTICE OF TRUST ACCOUNT OVERDRAFT

Dear [Recipient Name],

This letter serves as a formal warning regarding your trust account [Insert Account Number].

On [Insert Date], our records indicate that the aforementioned trust account reached an overdraft status in the amount of [Insert Amount]. A trust account must maintain a positive balance at all times to comply with financial regulations and fiduciary responsibilities.

An overdraft in a trust account is a serious matter. You are required to:

- Immediately deposit funds to clear the deficit.
- Provide a written explanation for the cause of the overdraft by [Insert Deadline Date].
- Submit documentation showing the steps taken to prevent a recurrence.

Failure to rectify this situation immediately or future occurrences of account deficits may result in further disciplinary action, including potential reporting to regulatory authorities or closure of the account.

Please contact [Insert Name/Department] at [Insert Phone Number] to confirm you have received this notice and to discuss your plan for resolution.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]