

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Re: Notice of Minor Overdraft on Trust Account - [Account Number]**

Dear [Recipient Name],

We are writing to formally notify you that a minor overdraft occurred on your designated Trust Account on [Date of Overdraft]. Our records indicate that the account was overdrawn by the amount of [Amount].

As you are aware, maintaining a positive balance in a Trust Account is a critical regulatory and fiduciary requirement. While we acknowledge that this may be an isolated administrative oversight, it is imperative that the deficiency is rectified immediately.

**Required Actions:**

- Deposit sufficient funds to cover the deficit and any associated bank fees by [Deadline Date].
- Provide a written explanation detailing the cause of this overdraft.
- Outline the steps being taken to ensure that such an occurrence does not happen again.

Please be advised that this letter serves as an initial warning. Repeated instances of trust account mismanagement may result in further disciplinary action or reporting to the relevant regulatory authorities.

Please contact [Name/Department] at [Phone Number] or [Email Address] once the funds have been deposited or if you believe this notice has been sent in error.

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]