

## **URGENT: NOTICE OF IMPENDING ACTION**

Date: [Insert Date]

To: [Recipient Name]  
[Address Line 1]  
[Address Line 2]

RE: NOTICE OF TRUST ACCOUNT OVERDRAFT - Account Number: [Insert Account Number]

Dear [Recipient Name],

This letter serves as formal notice regarding an overdraft status on the above-referenced trust account. As of [Insert Date], the account balance is [Insert Amount], reflecting a deficiency of [Insert Overdraft Amount].

As this is a fiduciary trust account, maintaining a negative balance is a violation of [Insert Relevant Law/Regulation/Agreement]. You are hereby notified that the following actions will be taken if the account is not reconciled immediately:

- Reporting of the overdraft to the [Insert Bar Association/Regulatory Body].
- Imposition of overdraft fees and administrative penalties.
- Immediate suspension of account privileges.
- Legal action to recover the outstanding deficiency.

To prevent these actions, you must deposit cleared funds in the amount of [Insert Amount] to cover the deficit no later than [Insert Deadline Time/Date].

Please contact our office immediately at [Insert Phone Number] to confirm when the deposit has been made or to discuss this matter further.

Sincerely,

[Your Name/Organization Name]  
[Your Title]  
[Your Contact Information]