

URGENT: NOTICE OF OVERDRAFT / INSUFFICIENT FUNDS

Date: [Insert Date]

To: [Fiduciary/Trustee Name]

[Address Line 1]

[Address Line 2]

RE: Fiduciary Trust Account Notice

Account Name: [Insert Account Name]

Account Number: [Insert Account Number (Masked)]

Dear [Insert Name],

This letter serves as a formal notification regarding the fiduciary trust account referenced above. As of [Insert Date], our records indicate that the account balance is insufficient to cover the following pending transaction(s):

- Transaction Date: [Insert Date]
- Transaction Type: [Insert Type, e.g., Check #123 / Wire Transfer]
- Amount: \$[Insert Amount]
- Current Account Balance: \$[Insert Current Balance]

As this is a fiduciary trust account, it is subject to strict regulatory requirements and legal standards. An overdraft in a trust account may result in the following actions:

1. Assessment of overdraft or non-sufficient funds (NSF) fees.
2. Automatic notification to the State Bar or relevant regulatory licensing authority, as required by law.
3. Temporary suspension of account privileges.

You are required to deposit sufficient cleared funds immediately to cover the deficiency and bring the account to a positive balance. Please ensure that all future transactions are supported by available funds to maintain compliance with fiduciary obligations.

If you believe this notice has been sent in error, or if you have already initiated a deposit to rectify this balance, please contact our Fiduciary Services Department at [Insert Phone Number] immediately.

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Institution Name]