

URGENT: TRUST ACCOUNT OVERDRAFT NOTIFICATION

Date: [Insert Date]

To: [Insert Name of State/Provincial Real Estate Commission/Regulatory Body]

Address: [Insert Regulatory Body Address]

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

From: [Insert Principal Broker/Licensee Name]

Agency Name: [Insert Real Estate Firm Name]

License Number: [Insert License Number]

Re: Notice of Trust Account Overdraft

Dear [Insert Name of Contact Person or Department],

Pursuant to [Insert Local Statute/Regulation Number], this letter serves as formal notification that an overdraft has occurred on the following real estate trust account:

- **Financial Institution:** [Insert Bank Name]
- **Account Name:** [Insert Name on Account]
- **Account Number:** [Insert Last Four Digits of Account Number]
- **Date of Overdraft:** [Insert Date]
- **Amount of Overdraft:** \$[Insert Amount]

Reason for Overdraft:

[Provide a detailed explanation of why the overdraft occurred, e.g., bank error, clerical error, or timing of deposits/disbursements].

Corrective Action Taken:

[Describe the steps taken to rectify the balance and prevent recurrence].

I have attached a copy of the bank statement and relevant transaction records for your review. Please contact me directly at [Insert Phone Number] or [Insert Email Address] if further information is required.

Sincerely,

[Signature]

[Printed Name]

[Title]