

URGENT NOTICE: TRUST ACCOUNT OVERDRAFT

Date: [Insert Date]

To: [Name of Responsible Party/Account Holder]

Firm/Entity Name: [Insert Name]

Address: [Insert Address]

RE: Notice of Overdraft on Trust Account #[Insert Account Number]

Dear [Insert Name],

This letter serves as formal notification that as of [Insert Date], the above-referenced Trust Account has reached an overdraft status. Our records indicate a current deficit balance of \$[Insert Amount].

Pursuant to fiduciary regulations and professional conduct rules governing trust accounts, an overdraft is a serious matter that requires immediate rectification. You are requested to take the following actions within [Insert Number, e.g., 24] hours:

- Deposit sufficient cleared funds to cover the deficit and restore a positive balance.
- Provide a written explanation detailing the cause of the overdraft.
- Identify the specific client matter or transaction associated with this discrepancy.

Please be advised that we may be required by law to report this overdraft to the [Insert Relevant Bar Association or Regulatory Body]. Failure to address this deficiency immediately may result in further administrative action or penalties.

Please provide confirmation of the rectifying deposit and the requested documentation to [Insert Department/Name] at [Insert Email/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]