

Subject: Urgent: Notice of Continuous Negative Balance

Dear [Account Holder Name],

Account Number: [Account Number]

Our records indicate that your account has been in a negative balance for [Number] consecutive days. As of [Date], your current balance is [Amount].

This letter serves as a formal warning. Having a continuous negative balance may result in additional overdraft fees, the suspension of your account services, or the reporting of your account status to credit bureaus.

To avoid further action, please deposit sufficient funds to bring your account to a positive balance by [Deadline Date].

If you have already made a deposit to cover this amount, please disregard this notice. If you are experiencing financial difficulties or believe this balance is in error, please contact us immediately at [Phone Number] or visit your local branch.

Sincerely,

[Your Name/Department]
[Bank/Company Name]