

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Date]

[Company Name]
[Attention: Contact Person]
[Company Address]
[City, State, Zip Code]

RE: Notice of Overdraft and Paid Items
Account Number: [Last 4 Digits of Account Number]

Dear [Contact Person or Business Name],

This letter is to inform you that [Bank Name] has processed and paid the following items presented against your commercial account which exceeded your available balance:

Date Presented	Item Description / Check Number	Amount
[Date]	[Description]	[\$Amount]

As a result of these transactions, your account is currently overdrawn in the amount of **\$(Total Overdraft Amount)**. This total includes any applicable overdraft fees as outlined in your commercial account fee schedule.

Please deposit sufficient funds immediately to bring your account to a positive balance. You may make a deposit via [ATM / Mobile Deposit / Branch Visit / Wire Transfer].

Maintaining a positive balance is essential for the continued successful management of your commercial account. If you have already made a deposit to cover this amount, please disregard this notice.

If you have questions regarding these items or your account balance, please contact your Relationship Manager or call our Business Banking Support team at [Phone Number].

Sincerely,

[Name/Department]
[Bank Name]