

[Your Company/Bank Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**RE: Notice of Continuous Overdraft - Account Number: [Account Number]**

Dear [Customer Name],

We are writing to inform you that your account has been in an overdrawn status for [Number] consecutive days. As of today, your account balance is \$[Amount].

While we understand that financial oversights can happen, our policy requires accounts to be returned to a positive balance promptly. Please be advised that a continuous overdraft may result in additional fees, a reduction in account services, or the potential closure of your account.

**Action Required:**

Please deposit or transfer sufficient funds to cover the negative balance by [Deadline Date] to avoid further action. If you have already made a deposit to resolve this balance, please disregard this notice.

If you are experiencing financial hardship or believe there is an error, please contact our customer service department immediately at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]  
[Title]  
[Company/Bank Name]