

[Financial Institution Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Notice of Overdraft Protection Transfer

Dear [Customer Name],

This letter is to inform you that a transfer of funds was made to your checking account to cover an overdraft. This transfer was performed automatically in accordance with your Overdraft Protection agreement.

Transfer Details:

- **Date of Transfer:** [Date]
- **Amount Transferred:** \$[Amount]
- **From Account:** [Source Account Type/Last 4 Digits]
- **To Account:** [Destination Account Type/Last 4 Digits]
- **Transfer Fee:** \$[Fee Amount, if applicable]

As a result of this transfer, your [Destination Account Type] balance is now [Current Balance]. This transfer helped prevent potential declined transactions or non-sufficient funds (NSF) fees.

Please review your account statements to ensure all transactions are accurate. If you have any questions regarding this transfer or wish to modify your overdraft protection settings, please contact us at [Phone Number] or visit your local branch.

Thank you for choosing [Financial Institution Name].

Sincerely,

[Bank Representative Name/Department]
[Financial Institution Name]