

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Account Balance - [Account Number]

Dear [Customer Name],

We are writing to inform you that your account referenced above has reached a negative balance. As of [Date], your current balance is -[Amount].

This situation may have occurred due to a recent transaction, a pre-authorized payment, or bank service fees that exceeded your available funds. To avoid further complications or potential overdraft fees, we kindly request that you deposit sufficient funds to bring your account to a positive balance immediately.

Account Summary:

- Current Balance: -[Amount]
- Minimum Deposit Required: [Amount]
- Due Date: [Date]

If you have already made a deposit to cover this amount, please disregard this notice. If you believe there has been an error, or if you are experiencing financial difficulties, please contact our customer service department at [Phone Number] or visit your local branch as soon as possible.

Please be advised that continued negative balances may result in the suspension of account privileges or additional fees.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]