

Date: [Insert Date]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Formal Warning Regarding Overdraft on Account: [Account Number]

Dear [Contact Name],

This letter serves as formal notification that your commercial account is currently overdrawn by [Amount]. This deficit exceeded your approved credit limit on [Date].

As per our commercial banking agreement, all accounts must be maintained within approved limits. Please be advised of the following:

- A deposit of [Amount] is required immediately to bring the account to a positive balance.
- Overdraft fees in the amount of [Fee Amount] have been applied to the account.
- Failure to rectify this balance by [Deadline Date] may result in the suspension of your credit facilities, a reduction in your credit rating, or legal action.

If you have already made a deposit to cover this shortfall, please disregard this notice. If you are experiencing financial difficulties, please contact your Relationship Manager at [Phone Number] immediately to discuss a repayment plan.

We value your business and look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Name]

[Your Title]

[Bank/Organization Name]