

Date: [Current Date]

Account Holder Name: [Client Name]

Account Number: [Account Number]

**RE: MARGIN CALL / MAINTENANCE DEFICIENCY NOTICE**

Dear [Client Name],

This letter is to inform you that the equity in your margin account has fallen below the minimum maintenance requirement set by [Brokerage Name] and regulatory authorities.

As of the market close on [Date], your account status is as follows:

- Current Account Equity: \$[Amount]
- Required Maintenance Equity: \$[Amount]
- **Total Deficiency Amount: \$[Amount]**

To restore your account to the required maintenance level, you must take immediate action by [Time/Date Deadline]. You may resolve this deficiency by:

- Depositing cleared funds (wire transfer or electronic transfer).
- Depositing fully-paid, marginable securities.
- Liquidating existing positions in your account.

Please be advised that if the deficiency is not satisfied by the deadline, [Brokerage Name] reserves the right to liquidate any or all securities in your account without further notice to cover the call. You will be responsible for any remaining deficit and all associated commission charges.

If you have already made a deposit to cover this call, please contact our Margin Department at [Phone Number] or [Email Address] immediately.

Sincerely,

[Sender Name]

[Department Name]

[Brokerage Name]