

[Bank/Institution Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]

[Date]

[Customer Name]  
[Customer Address Line 1]  
[City, State, Zip Code]

**Subject: Confirmation of Automated Sweep Transfer**

Dear [Customer Name],

This letter is to confirm that an automated sweep transfer was successfully completed for your account(s) as per your standing instructions.

**Transaction Details:**

- **Date of Transfer:** [Date]
- **Source Account:** [Account Name/Last 4 Digits]
- **Destination Account:** [Account Name/Last 4 Digits]
- **Amount Transferred:** \$[Amount]
- **Remaining Balance in Source Account:** \$[Amount]

This transfer was executed based on your predefined threshold of \$[Target Balance]. Any funds exceeding this amount have been moved to your designated investment or secondary account to maximize your interest earnings or optimize liquidity.

No action is required on your part. You can view the details of this transaction by logging into your online banking portal or by reviewing your next monthly statement.

If you have any questions or wish to modify your sweep settings, please contact your Relationship Manager or call our customer service team at [Phone Number].

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name/Signature]  
[Title]  
[Bank Name]