

[Bank Name]  
[Department Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

[Company Name]  
[Attention: Contact Name]  
[Street Address]  
[City, State, Zip Code]

**Subject: Confirmation of Commercial Sweep Account Transfer**

Dear [Contact Name],

This letter serves as official confirmation of the sweep transfer executed for your commercial account on [Transaction Date].

Pursuant to your Sweep Account Agreement, the following funds were transferred to manage your target balance and maximize your investment/debt reduction strategy:

- **Operating Account Number:** [Account Number - Last 4 Digits]
- **Sweep Destination Account:** [Investment/Loan Account Number]
- **Transfer Amount:** \$[Amount]
- **Transaction Reference Number:** [Reference Number]

Your remaining ledger balance in the operating account following this transfer is \$[Current Balance].

Please review your account statement through our online banking portal for a detailed history of all automated sweep activities. If you have any questions regarding this specific transfer or your sweep settings, please contact your Relationship Manager or our Treasury Management Support team at [Phone Number].

Thank you for choosing [Bank Name] for your business banking needs.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title/Department]