

[Company Letterhead / Bank Name]

[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confirmation of Excess Funds Sweep Transfer

Dear [Recipient Name],

This letter serves as formal confirmation that an automated sweep transfer has been executed from your primary operating account to your designated investment/savings account based on your existing sweep agreement.

Transfer Details:

- **Date of Transfer:** [Date]
- **Source Account:** [Operating Account Number - Last 4 Digits]
- **Destination Account:** [Sweep Account Number - Last 4 Digits]
- **Transfer Amount:** \$[Amount]
- **Remaining Operating Balance:** \$[Amount]

The funds were identified as exceeding your pre-set target balance of \$[Target Amount]. These funds have been moved to your interest-bearing account to maximize your yield while maintaining liquidity for your daily operations.

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

If you have any questions or wish to adjust your target balance settings, please contact your Relationship Manager at [Phone Number] or email [Email Address].

Sincerely,

[Sender Name]
[Title]
[Department Name]