

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Account [Account Number]

Dear [Customer Name],

We are writing to bring to your attention recent activity on your account. Our records indicate that there have been multiple overdraft occurrences over the past [Number] days.

As a result of these occurrences, overdraft fees totaling \$[Amount] have been applied to your balance. To avoid further fees or potential restrictions on your account, we recommend that you review your recent transactions and ensure sufficient funds are available to cover pending payments.

We offer several tools to help you manage your account effectively, including:

- Low balance email and text alerts.
- Online and mobile banking for real-time monitoring.
- Overdraft protection links to a secondary savings account.

If you are experiencing financial difficulties or believe there is an error in your transaction history, please contact our Account Management Team at [Phone Number] or visit your local branch as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Name of Bank Representative]

[Title/Department]

[Bank Name]