

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: IMPORTANT: Notice Regarding Repeated Account Overdrafts

Dear [Customer Name],

We are writing to notify you that your account [Account Number] has experienced multiple overdrafts over the past [Number] days. Our records indicate that several transactions were processed when there were insufficient funds available in your account.

As a result, your account currently has a balance of [Current Balance]. Please be advised that [Number] overdraft fees have been applied to your account, totaling [Total Fee Amount].

To avoid further fees or potential restrictions on your account, please perform the following actions immediately:

- Deposit or transfer funds to bring your account to a positive balance.
- Review your upcoming automated payments or outstanding checks.
- Monitor your balance closely through our mobile app or online banking portal.

If you are experiencing financial difficulties, please contact our customer service department at [Phone Number] to discuss available options or repayment plans.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]