

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: FORMAL NOTICE - HABITUAL ACCOUNT OVERDRAFTS

Account Number: [XXXX-XXXX-XXXX]

Dear [Customer Name],

This letter serves as a formal notice regarding the status of your account. Our records indicate that your account has incurred habitual overdrafts over the past [Number] months. Specifically, your account has reached a negative balance on [Number] separate occasions during this period.

While we strive to provide flexibility for our customers, the frequency of these occurrences violates the terms and conditions of your Account Agreement. Please be advised that each overdraft results in a fee of \$[Amount], and continued insufficient funds may lead to the following actions:

- Suspension or cancellation of your overdraft protection privileges.
- Restriction of your debit card or ATM access.
- The formal closure of your account.
- Reporting of account mismanagement to credit reporting agencies (such as ChexSystems).

We strongly urge you to deposit sufficient funds immediately to bring your account to a positive balance. To avoid further penalties, please ensure that all future transactions are supported by available funds.

If you are experiencing financial difficulties, please contact our Customer Service department at [Phone Number] to discuss potential payment arrangements or alternative account options.

Thank you for your prompt attention to this matter.

Sincerely,

[Name of Representative]

[Title/Department]

[Bank Name]