

[Your Company Name]
[Billing/Accounting Department]
[Address Line 1]
[Date]

[Customer Name]
[Customer Address Line 1]
[Account Number: XXXXXXXXX]

URGENT: NOTICE OF SUCCESSIVE OVERDRAFTS

Dear [Customer Name],

This letter is to formally notify you that your account has incurred multiple successive overdrafts over the past [Number] days. As of [Date], your current account balance is \$[Amount].

Due to the frequency of these occurrences, we require your immediate attention to bring the account to a positive balance. Please be advised that [Total Amount of Fees] in overdraft fees have been applied to your account as a result of these transactions.

To avoid further penalties or the potential suspension of your account privileges, please deposit or transfer sufficient funds by [Deadline Date].

If you have already made a deposit to cover this balance, please disregard this notice. If you are experiencing financial hardship or believe there is an error, please contact our customer service department immediately at [Phone Number].

Thank you for your prompt cooperation.

Sincerely,

[Sender Name]
[Title]
[Your Company Name]