

Date: [Insert Date]

To: [Account Holder Name]

Address: [Insert Address]

Account Number: [Insert Account Number]

Subject: Warning Letter for Failure to Maintain Minimum Account Balance

Dear [Account Holder Name],

We are writing to inform you that the balance in your account mentioned above has fallen below the required minimum average balance of [Insert Amount] for the period of [Insert Month/Quarter].

As per the terms and conditions of your account, maintaining this minimum balance is necessary to avoid service charges and to keep the account in good standing. Our records show that your current balance is [Insert Current Balance].

Please deposit sufficient funds into your account by [Insert Deadline Date] to meet the minimum requirement. Failure to restore the balance may result in the following:

- A monthly maintenance fee of [Insert Fee Amount].
- Restriction of certain banking services.
- Possible closure of the account if the balance remains low for an extended period.

If you have already deposited the funds, please disregard this notice. If you have any questions or wish to discuss alternative account types that may better suit your needs, please visit your nearest branch or contact our customer service at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signatory Name]

[Title/Position]

[Bank/Organization Name]