

[Date]

[Customer Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Assessed Fees for Excessive Account Transfers

Dear [Customer Name],

This letter is to inform you that your savings/money market account ending in [Last 4 Digits of Account Number] has exceeded the permitted number of transfers or withdrawals during the recent monthly statement cycle.

Under Federal Regulation D and our Account Agreement, certain types of withdrawals and transfers from savings and money market accounts are limited to a total of six (6) per month. These include preauthorized or automatic transfers, telephone transfers, and online banking transfers.

Our records indicate that [Number] transfers were processed during the period of [Start Date] to [End Date]. As a result, an excessive transfer fee of \$[Amount] per transaction has been assessed to your account, totaling \$[Total Amount].

To avoid these fees in the future, please monitor the number of monthly transfers from this account. If you require a higher frequency of transactions, we recommend transitioning to a checking account, which does not have these specific transfer limitations.

If you have any questions regarding this notice or wish to discuss account options, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Bank Name]

[Department Name]