

ACCOUNT OVERDRAFT NOTICE

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Subject: Overdraft Notice, Account #

Dear :

This is an important notice regarding your account. Our records indicate that your account # is currently in an overdraft status.

As of , your account has a negative balance of \$.

To rectify this situation, we kindly request that you make a deposit of at least \$ to bring your account back to a positive balance. It is crucial to address this matter promptly to avoid any further fees or insufficient funds requests.

Please be aware that for each day your account remains in overdraft, you may incur additional overdraft fees. You can review your account activity and current balance by logging into your online banking portal or contacting customer service at .

If you have already initiated a deposit to cover the overdraft, please accept our appreciation, and we encourage you to monitor your account to ensure the correction is reflected.

Sincerely,