

# Amendment to Overdraft Protection Preferences

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request an amendment to my overdraft protection preferences associated with my bank account number [Your Account Number].

Currently, my account has the following overdraft options: [List Current Options]. I would like to modify my preferences to better suit my financial needs. Specifically, I wish to [describe the changes you wish to make, e.g., opt-out of overdraft protection, change the linked account, increase the limit, etc.].

Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]