

Overdraft Penalty Statement Explanation

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an overdraft penalty that was assessed to your account on [Date].

Your account ending in [Last Four Digits of Account Number] experienced an overdraft due to [Brief Explanation of Circumstances, e.g., a transaction that exceeded your available balance]. As per our policy, an overdraft fee of [Amount] was applied to your account.

We understand that overdrafts can sometimes happen due to unforeseen circumstances. If you believe this fee was applied in error or if you would like to discuss your account further, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter. We appreciate your understanding.

Sincerely,
[Your Name]
[Your Title]
[Bank/Financial Institution Name]
[Contact Information]