

Account Overdraft Reminder

Dear [Customer's Name],

We hope this message finds you well. We are writing to remind you that your account with us has recently gone into overdraft. As of [date], your account balance is [amount].

Please note that an overdraft can incur additional fees and may affect your credit status. We urge you to take action to restore your account balance as soon as possible.

If you have any questions or need assistance, feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]