

Bank Account Overdraft Notification

Dear [Customer Name],

We are writing to inform you that your bank account with us, account number [Account Number], has gone into overdraft as of [Date]. The current balance is [Balance Amount], which is below zero.

Please review your recent transactions and take necessary action to bring your account back to a positive balance. You may deposit funds or contact us to discuss your options.

For your convenience, you can check your account details through our online banking portal or mobile app.

If you have any questions or need assistance, please feel free to reach out to our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Bank Name]

[Your Bank Address]

[Your Bank Phone Number]