

Important Notice: Bank Balance Shortfall

Date: [Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your account balance with us has fallen below the minimum required amount.

Current Balance: \$[Current Balance]

Minimum Required Balance: \$[Minimum Required Balance]

Please consider replenishing your account to avoid any potential fees or disruptions in services.

If you have any questions or need assistance, feel free to contact our customer service team at [Customer Service Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Bank Name]

[Your Bank Contact Information]