

Financial Alert: Overdraft Occurrence

Date: [Insert Date]

Dear [Account Holder's Name],

We are writing to inform you that your account ([Account Number]) has recently entered an overdraft state. As of [Insert Date/Time], your account balance has fallen below zero.

Current Account Balance: \$[Insert Balance]

Overdraft Amount: \$[Insert Overdraft Amount]

Please review your account activities and take immediate action to rectify this situation.

If you have any questions or need assistance, please contact our customer service at [Customer Service Phone Number] or email us at [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Bank Name]

[Your Bank Address]

[Your Bank Phone Number]