

# Important Notice: Overdraft Fee Announcement

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our overdraft services.

Effective [Effective Date], an overdraft fee of [\$Amount] will be applied to your account for each transaction that exceeds your available balance. This change is designed to better serve our customers while maintaining account integrity.

We encourage you to review your account activity and plan accordingly to avoid any unforeseen fees. If you have any questions or need assistance, please feel free to contact our customer service team at [Customer Service Phone Number].

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Position]

[Bank Name]

[Contact Information]