

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Re: Account Number [Your Account Number]

To Whom It May Concern,

Enclosed please find a payment in the amount of \$[Amount] to cover the outstanding overdrawn balance on the above-referenced account.

This payment is intended to satisfy the full remaining balance, including any applicable fees. Upon processing this payment, I request that you formally close this account and provide written confirmation that the account is closed with a zero balance.

Please ensure that this status is updated accordingly with any credit reporting agencies if necessary.

Thank you for your assistance in this matter. If there are any discrepancies, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]