

## FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

Account Number: [Insert Account Number]

[Recipient Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Re: Overdrawn Business Account - Final Demand for Payment

Dear [Recipient Name],

This letter serves as formal notification that your business account remains overdrawn in the amount of \$[Insert Amount]. Despite previous attempts to resolve this matter, the balance remains unpaid.

Please be advised that this is your **Final Notice**. If the total outstanding balance is not paid in full or a formal repayment agreement is not established by [Insert Deadline Date], this matter will be immediately escalated to our Corporate Counsel for further action.

Escalation to Corporate Counsel may result in the following:

- Commencement of formal legal proceedings against your business.
- Reporting of this default to commercial credit reporting agencies.
- Recovery of associated legal fees, court costs, and interest as permitted by law.
- Permanent closure of all related banking facilities.

To prevent this escalation, you must remit payment immediately via [Insert Payment Method] or contact the undersigned at [Insert Phone Number] during business hours.

Governing yourself accordingly,

[Your Name/Signature]

[Your Title]

[Department Name]

[Bank/Organization Name]