

[Bank Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Phone Number]

Date: [Date]

RE: NOTICE OF ACCOUNT CHARGE-OFF

Account Holder: [Customer Name]
Account Number: [Last 4 Digits of Account Number]
Outstanding Balance: \$[Amount]

Dear [Customer Name],

This letter is to formally notify you that your retail checking account listed above has been closed and the outstanding balance has been charged off due to a prolonged overdrawn status.

A "charge-off" means that we have closed your account and written it off as a loss for the institution. Please be advised that this action does not release you from your legal obligation to repay the debt. This status may be reported to national credit reporting agencies and specialized consumer reporting agencies such as ChexSystems, which may affect your ability to open new bank accounts or obtain credit in the future.

To prevent further collection efforts or the transfer of this file to an external collection agency, please remit the full balance of \$[Amount] by [Due Date].

Payment Options:

- **Online:** [Website URL]
- **By Phone:** [Phone Number]
- **By Mail:** Send a check or money order to the address listed at the top of this letter. Please include your account number on the memo line.

If you are unable to pay the full amount, please contact our Recovery Department at [Phone Number] immediately to discuss a potential payment plan.

If you have already made this payment, please disregard this notice.

Sincerely,

[Name/Signature]
[Title]
[Bank Name]