

Date: [Insert Date]

To: [Account Holder Name]

Account Number: [Insert Account Number]

Subject: NOTICE OF PENDING ACCOUNT SUSPENSION - OVERDRAFT STATUS

Dear [Account Holder Name],

This letter is to formally notify you that your account is currently overdrawn by **[Insert Amount]**. Despite our previous notifications, the balance remains negative.

Please be advised that if the outstanding balance is not paid in full by **[Insert Deadline Date]**, we will be forced to suspend your account. A suspension will result in:

- The inability to withdraw funds or make purchases.
- The rejection of scheduled automated payments or checks.
- Additional overdraft or administrative fees.

To prevent this suspension, please deposit or transfer the required funds immediately. If you are experiencing financial hardship or believe this balance is in error, please contact our customer service department at [Insert Phone Number] to discuss payment options.

If you have already made a deposit to cover this balance, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]