

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: URGENT NOTICE - Overdrawn Account [Account Number]

Dear [Customer Name],

Our records indicate that your account remains overdrawn in the amount of \$[Total Balance]. Despite previous notifications, we have not yet received payment to bring your balance to a positive standing.

This is a formal notice to inform you that if your account is not brought current by [Deadline Date], we will be forced to transfer your account to an external collection agency. Please be advised that being sent to collections may negatively impact your credit score and your ability to open future financial accounts.

To prevent this action, please choose one of the following options immediately:

- Deposit the full amount of \$[Total Balance] via mobile app or at any local branch.
- Transfer funds from another linked account.
- Contact our Billing Department at [Phone Number] to discuss a repayment plan.

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

Sincerely,

[Name/Department]

[Financial Institution Name]

[Contact Phone Number]