

[Date]

[Business Name]

[Business Address]

[City, State, Zip Code]

RE: Notice of Right of Offset

Dear [Authorized Representative Name],

This letter is to formally notify you that [Bank/Financial Institution Name] has exercised its right of offset against your business deposit account(s) held with us.

On [Date of Offset], we transferred funds in the amount of \$[Amount] from your account number ending in [Last 4 Digits of Account] to satisfy an outstanding and overdue obligation regarding [Loan Number or Account Type].

This action was taken in accordance with the terms and conditions set forth in your Business Account Agreement and/or the [Loan/Credit Agreement] dated [Date of Original Agreement].

Transaction Summary:

- Amount Offset: \$[Amount]
- From Account: [Account Type/Last 4 Digits]
- Applied To: [Loan Number/Debt Reference]
- Remaining Debt Balance (if any): \$[Amount]

As a result of this offset, your current available balance in account [Last 4 Digits] is \$[Current Balance]. Please ensure that any outstanding checks or scheduled electronic payments are managed accordingly to avoid non-sufficient funds (NSF) fees.

If you have any questions or wish to discuss a repayment plan for any remaining balance, please contact our Collections Department at [Phone Number] during normal business hours.

Sincerely,

[Sender Name]

[Title]

[Bank/Financial Institution Name]