

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO OFFSET - Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as formal notice regarding the default on your commercial obligations under the agreement dated [Date of Original Agreement] between [Creditor Name] and [Debtor Name].

As of [Date], your account remains in default with an outstanding balance of \$[Amount]. Despite prior notifications, the balance remains unpaid.

Pursuant to the terms of the [Title of Agreement/Contract] and applicable law, [Creditor Name] is hereby exercising its right of offset. We will apply funds currently held in the following account(s) to satisfy the outstanding debt:

- **Account Type/Reference:** [e.g., Security Deposit / Reserve Fund / Holding Account]
- **Account Number (Partial):** [Account Number]
- **Amount to be Offset:** \$[Amount]

After this offset is applied, the remaining balance on your default account will be \$[Remaining Balance]. If the funds offset do not cover the full amount of the default, you remain liable for the deficiency.

If you have any questions regarding this action or wish to discuss a repayment plan for any remaining balance, please contact our office at [Phone Number] or [Email Address] no later than [Date].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]