

Date: [Insert Date]

[Borrower Name]

[Address Line 1]

[Address Line 2]

**RE: NOTICE OF INTENT TO INITIATE FUND OFFSET**

Account Number: [Insert Account Number]

Past Due Amount: \$[Insert Amount]

Dear [Borrower Name],

Our records indicate that your loan remains severely delinquent. Despite previous notices, we have not received the required payments to bring your account current.

This letter serves as formal notice that if the past due amount is not paid in full within [Number] days from the date of this letter, we intend to satisfy this debt through a **Fund Offset**. This means we will withhold or seize funds from your [Checking/Savings/Tax Refund/Other Assets] to apply toward your outstanding balance.

To avoid this action, you must take one of the following steps immediately:

- Pay the past due amount of \$[Insert Amount] in full.
- Provide proof that the debt is not owed or has already been paid.
- Contact our office to establish an approved repayment agreement.

Failure to respond will result in the immediate commencement of offset procedures. This action may also negatively impact your credit score.

Please contact the Collections Department at [Phone Number] or [Email Address] to resolve this matter.

Sincerely,

[Sender Name]

[Department Name]

[Organization Name]