

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Subject: Notice of Pending Account Offset

Dear [Insert Customer Name],

This letter serves as formal notification that we intend to exercise our right of offset against your account(s) held with [Insert Financial Institution Name].

Our records indicate that you have an outstanding overdue balance of \$[Insert Amount] regarding your [Insert Loan/Credit Type] account. As this balance remains unpaid despite previous requests for payment, we are initiating a transfer of funds from your [Insert Deposit Account Type] (Account ending in [Last 4 Digits]) to satisfy this debt.

Offset Details:

- **Past Due Amount:** \$[Insert Amount]
- **Pending Offset Date:** [Insert Date of Planned Offset]
- **Target Account:** [Insert Account Number to be Debited]

To prevent this offset from occurring, you must provide the full payment of the past due amount or contact our collections department to establish a formal repayment plan by [Insert Deadline Date].

If you believe this notice has been sent in error or if you have already made this payment, please contact us immediately at [Insert Phone Number].

Sincerely,

[Insert Name/Department]

[Insert Financial Institution Name]

[Insert Contact Information]