

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF RIGHT OF OFFSET - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal notification that [Financial Institution Name] has exercised its Right of Offset against your accounts held with us.

As of [Date of Action], we have transferred funds in the amount of \$[Amount] from your [Type of Source Account, e.g., Savings/Checking] account ending in [Last 4 Digits] to satisfy a past-due balance on your [Type of Debt Account, e.g., Loan/Credit Card/Overdraft] account ending in [Last 4 Digits].

The details of the offset are as follows:

- Amount Transferred: \$[Amount]
- Source Account: [Account Type/Last 4 Digits]
- Destination Account: [Account Type/Last 4 Digits]
- Remaining Balance on Debt (if applicable): \$[Remaining Balance]

This action was taken in accordance with the terms and conditions set forth in your Account Agreement and applicable laws, which grant the bank the right to use funds from your deposit accounts to pay off any matured debts you owe to this institution.

If you have any questions regarding this transfer or wish to discuss the status of your accounts, please contact our Customer Service Department at [Phone Number] or visit your local branch.

Sincerely,

[Sender Name/Department]

[Financial Institution Name]