

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: Notice of Account Closure and Demand for Payment**

Account Number: [Last 4 Digits of Account Number]

Dear [Customer Name],

Please be advised that [Financial Institution Name] has formally closed the checking account referenced above effective [Date]. This action was taken due to a persistent negative balance and the failure to bring the account into good standing.

Our records indicate that your account currently carries an overdrawn balance of \$[Amount Owed]. This total includes the outstanding overdraft amount as well as any applicable service fees and penalties.

**DEMAND FOR PAYMENT**

Demand is hereby made for the full payment of \$[Amount Owed] to be received by [Bank Name] no later than [Deadline Date, e.g., 10 business days from date of letter].

Please submit your payment via one of the following methods:

- In person at any local branch.
- By mail via certified check or money order to: [Payment Address].
- Online or via telephone by calling [Phone Number].

Failure to resolve this debt by the deadline stated above may result in the following actions:

- Reporting of this delinquency to specialty credit reporting agencies (such as ChexSystems or Early Warning Services).
- Referral of your account to an external collection agency.
- Potential legal action to recover the owed funds.

If you have already sent payment or believe this notice was sent in error, please contact our Collections Department immediately at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name/Department]

[Financial Institution Name]