

DATE: [Insert Date]

TO:

[Business Name]

[Business Address]

[City, State, Zip Code]

[Attention: Name of Authorized Signatory]

RE: NOTICE OF OVERDRAFT AND DEMAND FOR PAYMENT

Account Number: [Last 4 Digits of Account Number]

Current Overdrawn Balance: \$[Amount]

Dear [Name of Contact Person],

Please be advised that the commercial checking account referenced above, held at [Bank Name], is currently overdrawn in the amount of \$[Amount]. This negative balance is a result of [checks presented / electronic transfers / scheduled withdrawals] for which there were insufficient available funds.

According to the terms of your Commercial Account Agreement, you are required to maintain a positive balance and immediately reimburse the bank for any overdrafts and associated fees. As of the date of this letter, the total amount due includes the overdrawn principal plus \$[Amount] in overdraft processing fees.

DEMAND IS HEREBY MADE for the immediate deposit of funds to bring this account to a positive balance. You must remit the full amount of \$[Total Amount Due] by no later than [Date].

Payment can be made by:

- Wire transfer (Instructions: [Insert Wire Details])
- In-person deposit at any [Bank Name] branch
- Certified check or money order mailed to the address below

Failure to rectify this deficiency by the deadline stated above may result in the following actions:

- Closure of the commercial account.
- Reporting of the delinquency to business credit bureaus and ChexSystems.
- Referral of this matter to a third-party collection agency or legal counsel for recovery.

If you have already deposited funds to cover this balance, please disregard this notice. If you have questions regarding these transactions, please contact the undersigned immediately at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Department]
[Bank Name]