

Date: [Insert Date]

TO: [Account Holder Name]

ADDRESS: [Street Address], [City, State, Zip Code]

RE: FINAL SETTLEMENT DEMAND - ACCOUNT NUMBER: [Insert Account Number]

Dear [Account Holder Name],

This letter serves as a formal and final demand for the payment of the outstanding overdrawn balance on the above-referenced checking account. As of today, our records indicate that your account remains overdrawn in the amount of **[\$[Insert Total Balance Due]**.

Despite previous notifications, we have not received the necessary funds to bring your account to a positive balance. This is a serious matter that requires your immediate attention.

Action Required:

You are required to pay the full amount of **[\$[Insert Total Balance Due]** no later than [Insert Deadline Date]. Payments can be made via [Insert Payment Method, e.g., online portal, mobile app, or at any branch location].

Consequences of Non-Payment:

Failure to settle this balance by the date specified above will result in the following actions:

- Permanent closure of your account.
- Reporting of your account status to national consumer reporting agencies (such as ChexSystems), which may impact your ability to open bank accounts in the future.
- Referral of this debt to a third-party collection agency.
- Potential legal action to recover the debt, including court costs and attorney fees.

If you are unable to pay the full amount at this time, please contact our Collections Department immediately at [Insert Phone Number] to discuss potential payment arrangements.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Bank Name]

[Contact Phone Number]