

**Date:** [Insert Date]

**To:**

[Account Holder Name]

[Address Line 1]

[Address Line 2]

**RE: Notice of Overdrawn Account and Repayment Demand**

Dear [Account Holder Name],

This letter serves as formal notification that your checking account number ending in [Last 4 Digits of Account] remains overdrawn in the amount of **\$\$[Insert Total Balance Owed]**. This balance includes the original overdraft amount plus any applicable fees incurred to date.

Despite previous notifications, the account has not been brought to a positive balance. We require that you immediately enter into a formal repayment agreement to resolve this debt and prevent further action, which may include account closure, reporting to credit bureaus (such as ChexSystems), or referral to a collection agency.

**Proposed Repayment Terms:**

- **Total Due:** \$\$[Insert Amount]
- **Initial Payment:** \$\$[Insert Amount] due by [Insert Date]
- **Installment Amount:** \$\$[Insert Amount] to be paid [Weekly/Monthly]
- **Final Payment Date:** [Insert Date]

Please contact our department at [Insert Phone Number] by [Insert Deadline Date] to confirm your acceptance of these terms or to discuss an alternative payment schedule. Failure to respond to this demand by the aforementioned date will result in the immediate escalation of this matter.

If you have already deposited funds to cover this balance, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]

[Contact Information]