

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Overdrawn Account - Final Demand for Payment

Dear [Customer Name],

This letter serves as formal notice regarding your checking account number ending in [Last 4 Digits of Account Number]. As of [Date], our records indicate that your account remains overdrawn with a negative balance of **[\$Amount]**.

Despite previous notifications, we have not received the necessary funds to bring your account to a positive balance. Please be advised that maintaining a negative balance is a violation of your Account Agreement.

Action Required:

To prevent further action, you must deposit the full amount of **[\$Amount]** by [Due Date]. You may make this payment via mobile deposit, at any local branch, or through an electronic transfer.

Consequences of Non-Payment:

- Assessment of additional overdraft or extended balance fees.
- Closure of your account by the bank.
- Reporting of your account status to ChexSystems or other credit reporting agencies, which may impact your ability to open bank accounts in the future.
- Referral of this debt to an external collection agency.

If you have already sent the payment or if you are experiencing financial hardship, please contact our Collections Department immediately at [Phone Number] to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]

[Bank Name]

[Phone Number]