

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Formal Demand for Payment - Overdraft Protection Deficit

Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding a deficit in your account resulting from the use of your Overdraft Protection facility. As of [Date], your account remains in a negative balance of \$[Amount].

Despite previous notifications, we have not received the funds necessary to clear this deficit. Under the terms of your account agreement, overdraft amounts are due for immediate repayment.

Please remit the full payment of \$[Amount] by [Deadline Date] to bring your account back to good standing. You may make this payment via [Payment Method/Online Portal/In-Branch].

Failure to resolve this deficit promptly may result in the suspension of your banking privileges, additional penalty fees, or the referral of your account to an external collection agency, which may impact your credit rating.

If you have already sent this payment, please disregard this letter. If you are experiencing financial hardship and wish to discuss a payment plan, please contact our collections department immediately at [Phone Number].

Sincerely,

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