

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Address Line 1]
[Debtor Address Line 2]
[Debtor City, State, Zip Code]

RE: NOTICE OF OUTSTANDING OVERDRAFT PROTECTION DEBT

Account Number: [Account Number]
Total Amount Due: \$[Amount]

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding the outstanding balance on your Overdraft Protection account associated with the account number listed above.

As of [Date], our records indicate that your account is overdrawn in the amount of \$[Amount]. This balance includes the principal overdraft amount and any applicable fees accrued to date. Despite previous notifications, this balance remains unpaid.

Please remit the full payment of \$[Amount] by [Due Date] to bring your account back to good standing. Payments can be made via [Payment Methods, e.g., online portal, check, or at a local branch].

If you believe there is an error regarding this balance, or if you are experiencing financial hardship and need to discuss a payment plan, please contact our Collections Department immediately at [Phone Number].

Failure to resolve this debt may result in further action, including the suspension of your banking privileges or the referral of this account to an external collection agency.

We look forward to your prompt attention to this matter.

Sincerely,

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