

## **URGENT: FINAL NOTICE BEFORE LEGAL ACTION**

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

Account Number: [Insert Account Number]

Subject: Formal Demand for Payment of Outstanding Overdraft Balance

Dear [Debtor Name],

This letter serves as a formal warning regarding your outstanding overdraft debt in the amount of \$[Insert Amount]. Despite previous requests for payment, our records indicate that the balance remains unpaid.

Please be advised that this is your final opportunity to resolve this matter amicably. We require full payment of the outstanding balance by [Insert Deadline Date, e.g., 7 days from today].

Failure to settle this debt or contact us to arrange a formal payment plan by the aforementioned date will result in the following actions:

- Referral of your account to a third-party debt collection agency.
- Commencement of legal proceedings in a court of law to recover the debt, including principal, interest, and legal costs.
- Reporting of this default to major credit bureaus, which may negatively impact your credit rating.

Payment can be made via the following methods:

[Insert Payment Instructions/Bank Details]

If you have already made this payment, please disregard this notice and provide proof of payment to our office immediately.

Yours sincerely,

[Your Name/Representative Name]

[Company/Bank Name]

[Phone Number]

[Email Address]