

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

[Current Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - ACCOUNT NO. [Last 4 Digits of Account]**

Dear [Debtor Name],

This letter serves as a formal demand for the immediate payment of outstanding funds owed to [Financial Institution Name] regarding the above-referenced account.

As of [Date], your account remains in a negative balance in the amount of **[\$[Total Amount Owed]**. This balance consists of the principal overdraft amount of **[\$[Overdraft Amount]** plus accrued service fees and penalties totaling **[\$[Fee Amount]**.

Despite previous notifications, the balance remains unpaid. Please be advised that this is a **Pre-Litigation Demand**. If the full amount is not received or a formal repayment agreement is not executed within [Number, e.g., 10] business days from the date of this letter, we will be forced to take the following actions:

- Referral of this account to a third-party collection agency.
- Reporting the delinquency to ChexSystems and major credit bureaus.
- Commencement of legal proceedings to recover the debt, including costs, interest, and attorney fees where applicable.

You may resolve this matter immediately by sending payment to:

[Financial Institution Name]

[Payment Mailing Address]

[City, State, Zip Code]

If you believe this balance is in error or if you wish to discuss a settlement, contact our Recovery Department immediately at [Phone Number] or [Email Address].

Govern yourself accordingly.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Financial Institution Name]