

[Your Bank Name]
[Bank Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: First Notice - Overdue Balance for Account Number: [Account Number]

Dear [Customer Name],

This is a formal notice to inform you that your bank account listed above currently has an overdue balance of \$[Amount].

According to our records, this balance has been outstanding since [Date]. To maintain your account in good standing and avoid potential service interruptions or additional late fees, we request that you bring the account to a positive balance immediately.

You can resolve this balance by:

- Making a deposit at any of our branch locations.
- Transferring funds via our online banking portal or mobile app.
- Mailing a check to the address listed at the top of this letter.

If you have already made a payment or believe this notice is in error, please contact our Customer Service department at [Phone Number] so we can update our records.

If you are experiencing financial difficulties, please reach out to us as soon as possible to discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Department]
[Bank Name]