

[Your Name/Company Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

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

**RE: FORMAL NOTICE OF PENDING LEGAL ACTION - OVERDRAFT ACCOUNT  
#[Account Number]**

Dear [Recipient Name],

This letter serves as formal notice that your account with [Your Bank/Institution Name] remains in a negative balance of \$[Amount]. Despite previous requests for payment, this overdraft remains unfunded.

Please be advised that if the full balance is not paid or a formal repayment plan is not established by [Deadline Date], we will have no choice but to escalate this matter to our legal department. This may result in the following:

- The commencement of a formal civil lawsuit against you.
- Reporting this delinquency to credit bureaus, which may impact your credit score.
- Reporting to specialized agencies (such as ChexSystems), which may affect your ability to open future bank accounts.
- Recovery of additional court costs and attorney fees, where applicable by law.

To prevent legal proceedings, please submit payment via [Payment Method] or contact our Collections Department immediately at [Phone Number] to discuss your options.

We expect your immediate attention to this urgent matter.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Contact Information]