

Date: [Insert Date]

To:

[Account Holder Name]

[Street Address]

[City, State, Zip Code]

Account Number: [Insert Account Number]

RE: NOTICE OF ACCOUNT SUSPENSION AND DEMAND FOR REPAYMENT

Dear [Account Holder Name],

This letter serves as formal notification that your account with [Financial Institution Name] has been suspended effective immediately. This action has been taken because your account remains in an overdrawn status beyond the permitted timeframe.

As of [Date], your account balance is **[\$Amount]**. This total includes the principal overdraft amount and any applicable fees accrued to date.

DEMAND FOR PAYMENT

We hereby demand the immediate repayment of the full outstanding balance of **[\$Amount]**. You are required to bring your account to a positive balance no later than [Deadline Date].

Payment can be made via the following methods:

- Online banking transfer from a linked account.
- In-person deposit at any branch location.
- Certified check or money order mailed to [Insert Payment Address].

CONSEQUENCES OF NON-PAYMENT

Failure to resolve this debt by the deadline stated above may result in the following actions:

- Permanent closure of your account.
- Reporting of this delinquency to national credit bureaus and ChexSystems.
- Referral of your account to a third-party collection agency.
- Legal action to recover the owed funds, including associated legal costs.

If you are unable to pay the full amount immediately, please contact our Collections Department at [Phone Number] or [Email Address] to discuss potential repayment arrangements.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Financial Institution Name]
[Phone Number]