

[Your Bank Name]  
[Department Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

[Business Name]  
[Owner Name]  
[Business Address]  
[City, State, Zip Code]

**RE: FORMAL DEMAND FOR REPAYMENT - ACCOUNT NUMBER: [Account Number]**

Dear [Customer Name/Business Owner],

This letter serves as a formal demand for the immediate repayment of the overdrawn balance on your business checking account referenced above.

As of [Date], your account remains overdrawn by **[\$[Total Amount Owed]**. This balance includes the principal overdrawn amount and applicable overdraft fees accumulated to date.

Our records indicate that this account has been in a negative status for [Number] days. Per your Business Account Agreement, all overdrafts are due and payable immediately.

**Required Action:**

Please deposit or wire funds to clear this deficit no later than [Deadline Date].

Failure to bring your account to a positive balance by the date mentioned above may result in the following actions:

- Permanent closure of your business account.
- Reporting of this delinquency to credit bureaus and ChexSystems.
- Referral of your account to an external collection agency.
- Legal action to recover the full debt plus associated legal fees.

If you have already sent payment, please disregard this notice. If you are unable to pay the full amount immediately, contact us at [Phone Number] to discuss potential payment arrangements.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Bank Name]