

**URGENT: FORMAL NOTICE BEFORE LEGAL ACTION**

**Date:** [Insert Date]

**To:** [Debtor Name]

**Address:** [Debtor Address]

**City, State, Zip:** [City, State, Zip]

**RE: UNPAID UNAUTHORIZED OVERDRAFT ON ACCOUNT [Account Number]**

Dear [Debtor Name],

This letter serves as a formal final notice regarding the outstanding balance on the aforementioned account. According to our records, your account remains in a state of unauthorized overdraft in the amount of \$[Amount Owed].

Despite previous attempts to resolve this matter through standard collection procedures, the balance remains unpaid. Your failure to rectify this deficit is a breach of the terms and conditions governing your account agreement.

**Demand for Payment**

We hereby demand payment in full of the amount stated above by [Insert Date - e.g., 7 days from date of letter]. Payments should be made via [Insert Payment Method].

**Intent to Escalate**

Failure to receive the full payment or a signed repayment agreement by the specified deadline will result in this matter being escalated for further legal action. This may include, but is not limited to:

- Referral to an external debt collection agency.
- Reporting of this delinquency to national credit bureaus, which may negatively impact your credit score.
- Commencement of formal legal proceedings to recover the debt, including principal, interest, and any applicable legal fees or court costs.

We urge you to resolve this matter immediately to avoid the costs and consequences of litigation.

Sincerely,

[Your Name/Organization Name]

[Title]

[Phone Number]

[Email Address]