

**DATE:** [Insert Date]

**TO:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: NOTICE OF BREACH AND DEMAND FOR IMMEDIATE REPAYMENT**

Dear [Borrower Name],

This letter serves as formal notice regarding your overdraft facility associated with account number [Insert Account Number].

You are currently in breach of the terms and conditions governing this facility due to the following reason(s):

- Exceeding the approved limit of [Insert Currency/Amount].
- Failure to make the required minimum payments.
- Failure to clear the overdrawn balance by the agreed expiry date of [Insert Date].

As of [Insert Date], the total outstanding balance due is **[Insert Total Amount Owed]**.

Due to this breach, the facility is hereby terminated. We demand the immediate repayment of the full outstanding balance, including all accrued interest and applicable fees, within [Insert Number, e.g., 7] business days from the date of this letter.

Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Certified Check] to the following account:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

Routing/Swift Code: [Insert Code]

Failure to settle this debt in full by [Insert Deadline Date] will result in further legal action to recover the funds, which may include reporting this default to credit bureaus and initiating formal litigation. You will be responsible for any additional costs, including legal fees and court expenses, incurred during the recovery process.

Please contact our recovery department immediately at [Insert Phone Number] or [Insert Email Address] to confirm your payment or to discuss this matter further.

Sincerely,

[Your Name/Signature]  
[Your Title/Position]  
[Institution Name]