

FINAL NOTICE PRIOR TO LEGAL ACTION / DEBT COLLECTION REFERRAL

Date: [Insert Date]

To: [Account Holder Name]

Address: [Street Address]

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

RE: Overdrawn Checking Account

Account Number: [Last 4 Digits of Account Number]

Current Balance Due: \$[Insert Amount]

Dear [Account Holder Name],

This letter serves as a formal final notice regarding the outstanding overdrawn balance on your checking account. Despite our previous attempts to contact you, your account remains in a negative status in the amount of \$[Insert Amount].

Please be advised that this is your final opportunity to resolve this debt directly with [Bank Name]. If the full balance is not paid by [Insert Deadline Date], we will proceed with the following actions:

- Permanent closure of your account.
- Reporting your account delinquency to ChexSystems or other specialty consumer reporting agencies, which may impact your ability to open bank accounts in the future.
- Referral of this debt to an external collection agency.
- Potential legal action to recover the funds owed.

To prevent these actions, please submit your payment immediately. You can pay by visiting any local branch, using our online banking portal, or by calling our recovery department at [Insert Phone Number].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Sender Name/Department]

[Bank Name]

[Contact Phone Number]