

[Your Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Street Address]
[City, State, Zip Code]

RE: FINAL NOTICE - NOTICE OF TRANSFER TO COLLECTION AGENCY

Account Number: [Last 4 Digits of Account Number]
Outstanding Balance: \$[Amount]

Dear [Customer Name],

We are writing to inform you that your checking account remains overdrawn by \$[Amount]. Despite previous requests for payment, the balance has not been resolved.

This is a formal notice that if the full balance is not paid by [Deadline Date], your account will be closed and the debt will be transferred to an external collection agency.

Transferring your account to a collection agency may result in the following:

- Reporting of the delinquency to credit bureaus.
- Potential negative impact on your credit score.
- Reporting to ChexSystems, which may prevent you from opening bank accounts in the future.
- Additional collection fees and costs.

To prevent this action, please submit your payment immediately via [Payment Method/Online Link] or contact us at [Phone Number] to discuss a payment arrangement.

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

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]