

URGENT LEGAL NOTICE

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

From:

[Bank/Financial Institution Name]

[Department/Legal Representative]

[Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - OUTSTANDING PENALTY FEES

Account Number: [Insert Account Number]

Facility Type: [e.g., Loan/Overdraft/Credit Line]

Dear [Debtor Name],

This letter serves as a formal demand for the immediate payment of outstanding penalty fees accrued on the above-referenced banking facility. As of [Current Date], your account remains in default regarding the following charges:

- **Late Payment Penalties:** \$[Amount]
- **Over-limit Fees:** \$[Amount]
- **Administrative Charges:** \$[Amount]
- **Total Amount Due:** \$[Total Amount]

These charges have been applied in accordance with the terms and conditions of the banking agreement signed by you on [Date Agreement Signed]. Despite previous notifications and monthly statements, the aforementioned balance remains unpaid.

DEMAND FOR SETTLEMENT:

You are hereby required to remit the full amount of \$[Total Amount] within [Number, e.g., 7 or 14] business days from the date of this letter. Payment should be made via [Insert Payment Method, e.g., Wire Transfer/Certified Check].

CONSEQUENCES OF NON-PAYMENT:

Failure to settle this debt within the specified timeframe will result in further legal action, which may include:

1. Reporting this default to national credit bureaus, which will negatively impact your credit rating.

2. The commencement of formal litigation to recover the debt.
3. The accrual of additional legal fees, court costs, and interest.
4. Termination of your banking facility.

If you have already made this payment, please disregard this notice and provide proof of payment to our office immediately.

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Bank Name/Law Firm Name]