Date: [Insert Date]

To: [Recipient Name/Financial Institution]
Address: [Recipient Address]
Account Number: [Insert Account Number]

RE: Notice of Statutory Right of Offset

Dear [Name of Representative or Department],

I am writing to formally notify you regarding the outstanding balance on the above-referenced account. This letter serves as a formal citation of the **Statutory Right of Offset** (also known as the Right of Set-Off).

Under applicable state and federal laws, specifically [Insert Specific State Code or Federal Statute, e.g., 12 U.S.C. $ or State Financial Code], a financial institution maintains the legal right to apply funds from a debtor's deposit account to offset a matured debt held by the same institution.

Please be advised of the following details regarding this offset:

- **Amount of Debt:** $[Insert Amount]
- **Source of Funds:** [Insert Deposit Account Type/Number]
- **Date of Action:** [Insert Date]

This action is being taken to satisfy the default on the aforementioned obligation. Any remaining funds in the account after the offset has been applied will continue to be available according to the standard terms of your account agreement.

If you believe there has been an error or if the funds in the account are exempt from offset by law (such as Social Security benefits or protected trust funds), please provide documentation to [Insert Department Name] within [Insert Number] days.

Sincerely,

[Your Name/Signature]
[Your Title/Organization]
[Contact Phone Number]