

Date: [Current Date]

To:

[Account Holder Name]

[Street Address]

[City, State, Zip Code]

From:

[Financial Institution Name]

[Department Name]

[Address]

[Phone Number]

RE: FINAL NOTICE - NOTICE OF INTENT TO REPORT TO CREDIT BUREAUS

Account Number ending in: [Last 4 Digits of Account]

Total Overdrawn Balance: \$[Amount]

Dear [Account Holder Name],

This is a formal notice regarding the overdrawn status of your account. Despite our previous attempts to contact you, your account remains in a negative balance of \$[Amount].

Please be advised that this is your **Final Notice**. If the full outstanding balance is not paid within [Number] days from the date of this letter, we will take the following actions:

- Report this delinquency to major credit reporting agencies (such as Equifax, Experian, and TransUnion).
- Report your account status to specialty credit bureaus (such as ChexSystems), which may prevent you from opening bank accounts in the future.
- Refer your account to a third-party collection agency.
- Permanently close your account.

Negative credit reporting can stay on your credit file for up to seven years and may impact your ability to obtain loans, credit cards, housing, or employment.

To prevent these actions, please submit your payment immediately via one of the following methods:

- Online at: [Website URL]
- By phone at: [Phone Number]
- In person at any local branch.

If you are unable to pay the full amount, please contact our Collections Department immediately at [Phone Number] to discuss potential payment arrangements.

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

Sincerely,

[Name/Signature]

[Title]

[Financial Institution Name]