[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: FINAL DEMAND FOR PAYMENT - OVERDRAWN ACCOUNT #[Account Number]

Dear [Customer Name],

This letter serves as a formal final demand for payment regarding the outstanding negative balance on your account. As of [Date], your account remains overdrawn in the amount of $[Amount].

Despite previous notifications, we have not received the funds necessary to bring your account to a positive balance. This amount includes the original overdraft and any applicable administrative fees incurred to date.

Please submit the full payment of $[Amount] by [Deadline Date] to avoid further action. Payments can be made via [Payment Method, e.g., online portal, in-person, or check].

Failure to settle this debt by the aforementioned date will result in the following actions:

- Permanent closure of your account.
- Reporting of this delinquency to credit reporting agencies and specialized check-reporting bureaus (such as ChexSystems).
- Referral of your account to a third-party collection agency or legal counsel for recovery.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment arrangement, contact us immediately at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[Business Name]