

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

[Business Name]
[Authorized Representative Name]
[Business Address]
[City, State, Zip Code]

RE: Notice of Continuous Overdraft and Account Closure

Account Number: [XXXX-XXXX-XXXX]

Dear [Authorized Representative Name],

We are writing to formally notify you that your commercial checking account listed above has been in a continuous negative balance state for [Number] consecutive days. Despite previous notifications, the account has not been brought to a positive balance.

As a result, please be advised of the following actions:

- **Account Closure:** Your account is scheduled to be closed on [Date].
- **Total Amount Due:** As of today, the outstanding balance is \$[Amount], which includes any applicable overdraft and administrative fees.
- **Immediate Payment:** You are required to deposit or transfer funds to cover this deficit immediately to avoid further collection efforts.

Please discontinue all automated debits (ACH), recurring payments, and outstanding checks associated with this account immediately. Any items presented for payment after the closure date will be returned unpaid.

If you have already sent payment to resolve this balance, please disregard this notice. If you wish to discuss a repayment plan or have questions regarding this closure, please contact the Business Banking Support Team at [Phone Number] between [Hours of Operation].

Sincerely,

[Sender Name/Signature]
[Title]
[Bank Name]