

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Account Termination

Dear [Customer Name],

This letter serves as formal notification that [Bank Name] has decided to close your account(s) ending in [Last 4 Digits of Account Number], effective [Closure Date].

Our records indicate that your account has incurred excessive overdrafts and has remained in a negative balance for an extended period. Despite previous notifications, the account has not been maintained in accordance with our terms and conditions regarding insufficient funds.

Important Information Regarding Your Account:

- **Account Status:** Your account will be restricted immediately. No further deposits, withdrawals, or transfers will be permitted.
- **Outstanding Balance:** You are currently responsible for a negative balance of \$[Amount]. Please submit payment for this amount by [Payment Due Date].
- **Automated Payments:** Please notify any companies or individuals that process automatic payments or direct deposits from this account to prevent returned item fees.
- **Reporting:** Please be advised that account closures due to excessive overdrafts may be reported to consumer reporting agencies such as ChexSystems.

If there are any remaining funds after all pending transactions and fees are cleared, a check for the residual balance will be mailed to your address on file within [Number] business days.

If you have any questions regarding this notice, please contact our Customer Service Department at [Phone Number] or visit your local branch.

Sincerely,

[Name/Department]

[Bank Name]