

[Your Name/Bank Department]
[Bank Name]
[Bank Address]
[Date]

[Customer Name]
[Customer Address]

Subject: Notice of Final Account Closure - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal notification that your account held with [Bank Name] will be closed effective [Closure Date] due to a continuous overdraft position and failure to maintain the account within agreed limits.

As of [Current Date], your account remains overdrawn by [Amount]. Despite previous notifications, the outstanding balance has not been cleared. Consequently, we have made the decision to terminate our banking relationship with you.

Required Actions:

- Please remit the full outstanding balance of [Amount] by [Deadline Date].
- Destroy any debit cards or unused checks associated with this account.
- Cancel all standing orders and direct debits immediately.

Please be advised that if the debt is not settled, we may refer this matter to a third-party debt collection agency, which could impact your credit rating.

If you have any questions regarding this closure or wish to discuss a repayment plan, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Name/Signature]
[Title/Position]
[Bank Name]