

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Bank Name]
[Bank Department, e.g., Collections Department]
[Bank Address]
[City, State, Zip Code]

RE: Notice of Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally acknowledge the continuous overdraft status of the above-referenced account. Please be advised that I am requesting the immediate and permanent closure of this account.

I understand that the account currently has an outstanding balance of \$[Amount] due to a sustained overdraft. I am aware that this default may be reported to credit bureaus and internal banking databases such as ChexSystems.

Regarding the outstanding balance, I am proposing the following (choose one):

- Enclosed is a payment for the full amount of \$[Amount] to settle the debt.
- I would like to request a repayment plan to resolve the balance over [Number] months.
- I am unable to pay the full amount at this time and would like to discuss a settlement offer.

Please provide written confirmation that the account has been closed and specify the final status of the debt. Please also provide an updated statement showing any remaining balance or a letter confirming the debt has been satisfied upon receipt of my payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]