

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Account Termination - Account Number: [Account Number]

Dear [Customer Name],

We are writing to formally notify you that [Financial Institution Name] will be closing your [Account Type] account effective [Date of Closure].

This decision has been made due to a prolonged negative balance on your account. Our records indicate that your account has been overdrawn for [Number] days, and despite previous notifications, the outstanding balance has not been settled.

Outstanding Balance: \$[Amount]

Closure Date: [Date]

To avoid further action, please deposit the full outstanding balance by [Date]. If the balance remains unpaid by the closure date, your account will be closed, and the debt may be referred to a third-party collection agency. Additionally, this information may be reported to consumer reporting agencies (such as ChexSystems), which may affect your ability to open bank accounts in the future.

Please ensure that you stop all automatic deposits and recurring payments associated with this account immediately. Any checks presented after the closure date will be returned unpaid.

If you have questions or believe this notice was sent in error, please contact our Customer Service department at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]

[Title]

[Financial Institution Name]