

[Your Name/Bank Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Notice of Account Closure and Demand for Payment**

Account Number: [Account Number]  
Current Balance: -[Amount Owed]

Dear [Recipient Name],

This letter serves as formal notification that your account with [Bank Name] has been closed effective [Date]. This action was taken due to [Reason for Closure, e.g., an extended negative balance/non-compliance with account terms].

As of the date of this letter, your account remains overdrawn in the amount of \$[Amount]. This balance includes any applicable overdraft fees and service charges incurred prior to the closure.

**DEMAND FOR PAYMENT**

We demand that you pay the full outstanding balance of \$[Amount] by [Deadline Date]. Payment can be made via [Payment Methods, e.g., certified check, money order, or online portal].

Failure to resolve this debt by the specified date may result in the following actions:

- Reporting the delinquency to consumer reporting agencies (such as ChexSystems or Early Warning Services), which may affect your ability to open bank accounts in the future.
- Referral of your account to an external collection agency.
- Potential legal action to recover the funds owed.

If you have already sent your payment, please disregard this notice. If you are unable to pay the full amount at once and wish to discuss a payment plan, please contact our collections department immediately at [Phone Number].

Sincerely,

[Signature]  
[Printed Name]  
[Title/Position]