

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

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

RE: FINAL NOTICE PRIOR TO LEGAL ACTION - Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as a formal demand for the immediate repayment of the outstanding overdraft balance on the above-referenced account. As of [Date], your account remains overdrawn by the amount of \$[Amount].

Despite previous notifications regarding your negative balance, we have not received the necessary funds to rectify this deficit. Please be advised that your failure to pay this debt has left us with no choice but to consider further escalations.

Take notice that if the full amount of \$[Amount] is not received by [Deadline Date], we will initiate formal legal proceedings against you. This may include:

- Filing a lawsuit to recover the debt, plus interest and legal fees.
- Referring your account to a third-party debt collection agency.
- Reporting the delinquency to national credit bureaus, which may negatively impact your credit rating.
- Reporting the account status to ChexSystems or similar banking reporting agencies.

To prevent this action, please remit payment immediately via [Payment Method/Online Portal] or contact our office at [Phone Number] to discuss a formal repayment plan.

We expect your prompt attention to this matter to avoid the costs and inconvenience of litigation.

Sincerely,

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