

[Bank Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: FINAL NOTICE - URGENT ACTION REQUIRED REGARDING YOUR ACCOUNT

Dear [Customer Name],

This letter is to formally notify you that your [Account Type] account ending in [Last 4 Digits of Account Number] has remained in a negative status for [Number] days. As of [Date], your current outstanding balance is **\${Amount}**.

Please be advised that if the full amount is not paid by [Deadline Date], we will be required to close your account and initiate the **charge-off process**. A charge-off is a serious step that may result in the following:

- Reporting of the delinquent status to national credit bureaus, which may negatively impact your credit score.
- Reporting to ChexSystems or similar specialty consumer reporting agencies, which may restrict your ability to open bank accounts in the future.
- Referral of your account to an external collection agency.

How to Resolve This:

To avoid these actions, please make a deposit or transfer to bring your account to a positive balance immediately. You can pay via:

- Online or Mobile Banking
- Visiting any local branch
- Mailing a check to the address listed above

If you are experiencing financial hardship and are unable to pay the full amount at this time, please contact our Collections Department at [Phone Number] before [Deadline Date] to discuss potential payment arrangements.

If you have already made a deposit to cover this balance, please disregard this notice.

Sincerely,

[Bank Name] Management