

Date: [Insert Date]

To: [Debtor Name]

[Debtor Address]

[City, Postcode]

Subject: Declaration of Purpose - Pre-Legal Notice Regarding Overdrawn Account

Dear [Debtor Name],

This letter serves as a formal declaration regarding the outstanding overdrawn balance on your account: [Account Number].

1. Purpose of this Notice

The purpose of this communication is to formally notify you of your breach of the account terms and to provide a final opportunity to settle the debt before legal proceedings are initiated. This is a pre-legal declaration intended to resolve the matter amicably.

2. Account Summary

As of [Date], your account remains overdrawn by the amount of [Currency and Amount]. This balance consists of the principal overdrawn amount plus applicable interest and administrative fees as per your signed agreement.

3. Required Action

To prevent this matter from escalating to a formal legal claim, you are required to:

- Remit the full balance of [Amount] by [Deadline Date]; or
- Contact our collections department at [Phone Number] to propose a formal repayment plan.

4. Declaration of Intent

Failure to respond or provide payment by the aforementioned deadline will result in the following actions:

- Formal registration of a default with credit reporting agencies.
- Referral of the file to our legal counsel for the commencement of litigation.
- Potential liability for additional court costs, legal fees, and statutory interest.

Please treat this matter with the necessary urgency to avoid further costs and impact on your credit rating.

Yours sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]