

**Date:** [Insert Date]

**To:** [Recipient Name/Account Holder Name]

**Account Number:** [Insert Account Number]

**Property/Reference:** [Insert Property Address or Reference Number]

**Subject: FINAL WARNING: Trust Account Overdraft Action**

Dear [Recipient Name],

This is a formal and final notice regarding the overdrawn status of your trust account mentioned above. Our records indicate that as of [Date], your account remains in deficit by the amount of [Insert Amount].

Despite previous notifications sent on [Insert Date of Previous Notices], we have not received the necessary funds to rectify this balance. Please be advised that maintaining a negative balance in a trust account is a direct violation of [Insert Relevant Law/Regulation/Agreement] and carries serious legal and professional implications.

**Required Action:**

You are required to deposit the full amount of [Insert Amount] into the trust account no later than [Insert Deadline Date/Time].

**Consequences of Non-Compliance:**

Failure to clear this overdraft by the specified deadline will result in the following immediate actions:

- Suspension of all account disbursements and activities.
- Formal reporting to [Insert Regulatory Body/Licensing Authority].
- Referral of this matter to our legal counsel for debt recovery and further proceedings.
- Termination of our management agreement.

Please provide proof of payment to [Insert Email Address] immediately upon transfer.

If you believe this notice has been sent in error, or if you have already sent the funds within the last 24 hours, please contact our office immediately at [Insert Phone Number].

Yours sincerely,

[Your Name/Authorized Signature]

[Your Title]

[Company Name]