

**Date:** [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: URGENT: NOTICE OF INTENT TO CLOSE TRUST ACCOUNT**

Dear [Client Name],

This letter serves as a formal warning regarding the status of your trust account, account number ending in [Last 4 Digits], which is currently overdrawn.

As of [Date], your account balance is -[Amount]. An overdraft in a trust account is a serious matter that violates the terms of our agreement and regulatory requirements.

**Required Action:**

To prevent the immediate closure of this account, you must deposit a minimum of [Amount] to clear the deficit no later than [Deadline Date].

**Consequences of Non-Compliance:**

- The account will be closed on [Closure Date] without further notice.
- The overdraft status may be reported to credit bureaus and relevant regulatory authorities.
- Any pending transactions or checks will be returned unpaid.
- Legal action may be initiated to recover the outstanding balance.

Please contact our office immediately at [Phone Number] or [Email Address] to confirm that funds have been sent or to discuss this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]