

[Your Name/Bank Name]  
[Department]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**Subject: FINAL DEMAND FOR PAYMENT - Account Number: [Account Number]**

Dear [Recipient Name],

This letter serves as a formal final demand for the immediate repayment of the outstanding overdraft balance on your account. Despite our previous correspondence dated [Date of Previous Notice(s)], your account remains overdrawn by **[\$Amount]**.

Please be advised that your overdraft facility has been withdrawn. You are now required to pay the full balance of **[\$Amount]** by no later than **[Deadline Date]**.

Failure to settle this debt or contact us to agree on a repayment plan by the aforementioned date will result in the following actions:

- Transfer of your account to a third-party debt collection agency.
- Registration of a default against your credit file, which may impact your ability to obtain credit in the future.
- Legal proceedings to recover the debt, including court costs and interest.

Payment can be made via [Insert Payment Methods: Online Banking/Phone/Branch].

If you are experiencing financial difficulties, we strongly urge you to contact us immediately at [Phone Number] to discuss your situation.

Yours sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]