

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Account Closure and Overdraft Charge-Off

Account Number: [Account Number]

Dear [Customer Name],

This letter is to formally notify you that your account with [Financial Institution Name] has been closed effective [Date of Closure].

As of this date, your account reflects an outstanding negative balance of \$[Total Amount]. This balance is the result of unpaid overdrafts and associated fees. Despite previous attempts to resolve this matter, the balance remains unpaid.

Please be advised that we have designated this outstanding balance as a "Charge-Off." This means we have written off the debt as a loss for accounting purposes; however, you remain legally responsible for the full amount owed.

Important Consequences:

- **Credit Reporting:** This charge-off may be reported to consumer reporting agencies (such as ChexSystems, Equifax, Experian, or TransUnion), which may negatively impact your ability to open new bank accounts or obtain credit in the future.
- **Collection Activity:** Your account may be referred to an internal or external collection agency for further recovery efforts.

To prevent further action, please remit the full payment of \$[Total Amount] by [Deadline Date]. Payments can be made via [Payment Methods, e.g., online portal, phone, or mail].

If you have already sent your payment or if you believe this notice is in error, please contact our Collections Department immediately at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name/Department]

[Financial Institution Name]