[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Authorized Officer Name]
[Client Business Name]
[Client Street Address]
[Client City, State, Zip Code]

RE: NOTICE OF ACCOUNT CHARGE-OFF
Account Number: [Account Number]
Outstanding Balance: $[Amount]

Dear [Authorized Officer Name],

This letter serves as formal notification that your commercial checking account listed above has been closed and charged off due to a sustained negative balance. Despite our previous attempts to resolve this matter, the outstanding overdraft amount of $[Amount] remains unpaid.

Please be advised that this charge-off status may have the following consequences for your business:

- Reporting of this delinquency to commercial credit reporting agencies and specialized banking databases (such as ChexSystems).
- Potential restriction of future banking services with this and other financial institutions.
- Referral of this debt to an external collection agency.

To prevent further action, please remit the full balance of $[Amount] by [Deadline Date]. Payment can be made via [Payment Methods: e.g., certified check, wire transfer, or at a local branch].

If you have already sent payment or wish to discuss a repayment plan, please contact our Recovery Department immediately at [Phone Number] during the hours of [Hours of Operation].

Sincerely,

[Sender Name]
[Title]
[Department Name]