

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

[Date]

[Customer Name]
[Customer Street Address]
[City, State, Zip Code]

RE: NOTICE OF PENDING CHARGE-OFF

Account Number: [Account Number - Last 4 Digits]
Current Overdrawn Balance: \$[Amount]

Dear [Customer Name],

Our records indicate that your account remains overdrawn in the amount of \$[Amount]. Despite previous notifications, we have not received the necessary funds to bring your account to a positive balance.

Please be advised that if the full outstanding balance is not paid by [Deadline Date], we will proceed with a formal **charge-off** of your account. A charge-off is a serious action that may result in the following:

- Reporting of your account status to national credit bureaus, which may negatively impact your credit score.
- Reporting to specialized agencies such as ChexSystems, which may limit your ability to open bank accounts in the future.
- Referral of your debt to an external collection agency.
- The permanent closure of your account.

To prevent this action, please deposit the full amount due or contact us immediately at [Phone Number] to discuss potential payment arrangements. Payments can be made via [Mobile App/Online Banking/Branch Visit].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Bank Name / Department Name]