[Date]

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

RE: Notice of Intent to Charge-Off Overdrawn Account

Account Number: [Account Number ending in XXXX]

Dear [Customer Name],

Our records indicate that your account remains overdrawn in the amount of $[Amount]. Despite previous notifications, this balance has not been resolved.

This letter serves as formal notice that if the full outstanding balance is not paid by [Deadline Date], we will proceed with a "Charge-Off" of your account. A charge-off means that we have closed your account and written the balance off as a loss; however, you remain legally responsible for the debt.

Consequences of a Charge-Off:

- Reporting to credit bureaus, which may negatively impact your credit score.
- Reporting to ChexSystems or similar agencies, which may prevent you from opening bank accounts elsewhere.
- Referral of your account to an external collection agency.
- Potential legal action to recover the funds.

To prevent this action, please deposit the total amount due immediately. You can make a payment at any branch location, through our mobile app, or by mailing a check to the address below.

If you are experiencing financial hardship and are unable to pay the full amount, please contact our Collections Department at [Phone Number] before [Deadline Date] to discuss potential payment arrangements.

Sincerely,

[Sender Name/Department]
[Bank Name]
[Phone Number]