

**Date:** [Insert Date]

**Account Number:** [Insert Account Number]

**Current Overdrawn Balance:** [Insert Amount]

**Subject: FINAL NOTICE PRIOR TO CREDIT REPORTING AND DEBT COLLECTION**

Dear [Customer Name],

Our records indicate that your account remains overdrawn despite our previous requests for payment. As of today, your balance is [Insert Amount] overdrawn.

Your account has now been overdrawn for [Number] days. This is a formal notification that unless the full outstanding balance is paid or a formal repayment plan is agreed upon within [Number, e.g., 14] days from the date of this letter, we will take the following actions:

- **Credit Reporting:** We will report the default to national credit reporting agencies. This may negatively impact your credit score and your ability to obtain loans, mortgages, or credit cards in the future.
- **External Collection:** Your account will be transferred to a third-party debt collection agency for recovery.
- **Account Closure:** We will proceed with the permanent closure of your account.

To prevent these actions, please make a payment immediately via [Insert Payment Method, e.g., Mobile App, Online Banking, or Branch].

If you are experiencing financial hardship, please contact our Collections Department immediately at [Insert Phone Number] to discuss available options. We are committed to working with you to resolve this matter.

If you have already made this payment, please disregard this notice.

Sincerely,

[Sender Name/Department]  
[Bank/Institution Name]