

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: URGENT NOTICE REGARDING YOUR ACCOUNT #[Account Number]

Dear [Customer Name],

This letter serves as a formal warning regarding the negative balance on your account. As of [Date], your account remains overdrawn in the amount of \$[Amount].

Please be advised that if the outstanding balance is not paid in full by [Deadline Date], we will be required to report this delinquency to the national credit bureaus (Equifax, Experian, and TransUnion).

Reporting a negative balance or a charged-off account can significantly impact your credit score, making it difficult for you to obtain loans, credit cards, or housing in the future.

To avoid this action, please choose one of the following options:

- Pay the full amount online at [Website URL].
- Visit any of our branch locations to make a deposit.
- Contact our Collections Department at [Phone Number] to discuss a payment arrangement.

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

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]