

Date: [Insert Date]

To:

[Account Holder Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Account Suspension and Right to Cure Overdraft

Dear [Account Holder Name],

This letter is to formally notify you that your account ending in [Last 4 Digits of Account Number] has been suspended effective immediately. This action was taken because your account remains in an overdrawn status in the amount of \$[Total Overdraft Amount].

As a result of this suspension, you will be unable to perform any withdrawals, transfers, or purchases using this account until the balance is restored to a positive standing.

Notice of Right to Cure:

You have the right to resolve this delinquency and reinstate your account. To cure this default, you must deposit or transfer the full outstanding amount of \$[Total Overdraft Amount] into your account no later than [Insert Deadline Date].

If you fail to cure this overdraft by the date specified above, we may take the following actions:

- Permanent closure of the account.
- Reporting the delinquency to national credit bureaus and consumer reporting agencies (such as ChexSystems).
- Referral of the balance to a third-party collection agency.

If you have already made a deposit to cover this balance, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment arrangement, please contact our collections department immediately at [Phone Number].

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]

[Contact Information]