

Date: [Insert Date]

To:

[Account Holder Name]

[Address Line 1]

[Address Line 2]

Subject: NOTICE TO CURE NEGATIVE OVERDRAFT BALANCE

Dear [Account Holder Name],

This letter serves as formal notice regarding your account number ending in [Last 4 Digits of Account]. As of [Date], your account reflects a negative balance of \$[Amount].

This negative balance is a result of [Overdraft Transactions/Service Fees/Insufficient Funds]. According to your account agreement, you are required to maintain a positive balance at all times.

Required Action:

To cure this default, you must deposit or transfer funds in the amount of \$[Amount] to bring your account to a zero or positive balance immediately. This payment must be received no later than [Deadline Date].

Consequences of Non-Payment:

Failure to cure this balance by the date specified above may result in further action, including but not limited to:

- Permanent closure of your account.
- Reporting of this delinquency to credit reporting agencies (such as ChexSystems).
- Referral of the debt to a formal collection agency.
- Assessment of additional late fees or legal costs.

If you have already made a deposit to cover this amount, please disregard this notice. If you are experiencing financial hardship or believe this balance is in error, please contact our Customer Service department at [Phone Number] immediately.

Sincerely,

[Your Name/Department]

[Financial Institution Name]

[Contact Information]