

[Bank Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]

**Date:** [Current Date]

## **RE: NOTICE OF RIGHT TO CURE OVERDRAFT BALANCE**

**Account Holder:** [Customer Name]  
**Account Number:** [Last 4 Digits of Account Number]  
**Outstanding Balance:** \$[Amount]

Dear [Customer Name],

This letter serves as formal notice regarding the negative balance on your account. Our records indicate that your account has been overdrawn since [Date] and currently remains unpaid in the amount of \$[Amount].

### **Your Right to Cure:**

You have the right to resolve this delinquency and bring your account to a positive status. To "cure" this balance and prevent further action, you must deposit the total outstanding amount of \$[Amount] by [Deadline Date].

### **Consequences of Non-Payment:**

If you fail to cure the balance by the date specified above, we will proceed with the following actions:

- **Account Charge-Off:** Your account will be closed and written off as a loss to the institution.
- **Credit Reporting:** This delinquency and charge-off status may be reported to national credit bureaus and ChexSystems, which may negatively impact your ability to open bank accounts or obtain credit in the future.
- **Collection Efforts:** Your account may be referred to an internal or third-party collection agency for recovery of the full balance, including applicable fees.

### **How to Make a Payment:**

You may resolve this balance through the following methods:

- Online banking transfer from another linked account.
- In-person deposit at any [Bank Name] branch.
- Mailing a check or money order to the address listed at the top of this letter.

If you have already sent payment or if you believe this notice is in error, please contact our Collections Department immediately at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name/Signature]

[Title]

[Bank Name]