

Date: [Insert Date]

Account Number: [Insert Account Number]

Subject: URGENT: NOTICE OF INTENT TO CLOSE ACCOUNT

Dear [Customer Name],

Our records indicate that your account is currently in default. Your previous Hardship Forbearance period has expired, and we have not received the required payments to bring your account to current status.

Current Amount Overdue: \$[Insert Amount]

Payment Due Date: [Insert Date]

Please be advised that if the past-due balance is not paid in full by the date listed above, we will proceed with the permanent closure of your account. Closing your account may result in the following:

- Negative reporting to credit bureaus.
- Loss of access to credit or services.
- Referral of your balance to an external collection agency.
- Acceleration of the full remaining balance.

If you are experiencing continued financial difficulty, please contact our Collections Department immediately at [Insert Phone Number] to discuss potential repayment options or alternative arrangements.

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

Sincerely,

[Company Name]

[Department Name]

[Contact Information]