

**Date:** [Insert Date]

**Subject:** URGENT: FINAL NOTICE REGARDING ACCOUNT #[Insert Account Number]

Dear [Insert Customer Name],

Our records indicate that your credit card account remains seriously past due. Despite previous attempts to contact you, we have not received the required payment to bring your account to current status.

This letter serves as a formal warning that your account is approaching **charge-off status**. If we do not receive payment by [Insert Date], the following actions may occur:

- **Account Closure:** Your account will be permanently closed and your credit privileges revoked.
- **Credit Reporting:** A "Charge-Off" status will be reported to the major credit bureaus, which may significantly lower your credit score for up to seven years.
- **Collection Referral:** Your debt may be sold to a third-party collection agency or referred to our legal department for further recovery efforts.
- **Tax Implications:** If the debt is forgiven or canceled, it may be reported to the IRS as taxable income.

**Amount Required to Prevent Charge-Off:** \$[Insert Amount]

To avoid these consequences, please submit your payment immediately via our website, mobile app, or by calling our billing department at [Insert Phone Number].

If you are experiencing financial hardship, please contact us at [Insert Hardship Dept Phone Number] to discuss potential payment arrangements or assistance programs.

Sincerely,

[Insert Company Name]  
[Insert Department Name]  
[Insert Contact Information]