

Date: [Current Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: FINAL NOTICE BEFORE ACCOUNT CHARGE-OFF

Account Number: [Account Number]

Total Outstanding Balance: \$[Total Balance]

Past Due Amount: \$[Past Due Amount]

Dear [Customer Name],

This is a formal notice regarding your delinquent account with [Company Name]. Our records indicate that your account is severely past due. Despite previous attempts to contact you, we have not received the necessary payment to bring your account current.

Please be advised that this is your final notice. If we do not receive payment of \$[Amount Required to Prevent Charge-Off] by [Deadline Date], we will proceed with charging off your account.

A "Charge-Off" is a serious permanent entry on your credit report which indicates that the debt is severely delinquent. This action may result in the following:

- Reporting the default to major credit bureaus, which may significantly lower your credit score.
- Loss of future credit privileges with [Company Name].
- Assignment of your debt to a third-party collection agency.
- Potential legal action to recover the outstanding balance.

To prevent this action, please remit payment immediately via one of the following methods:

- **Online:** [Website URL]
- **Phone:** [Phone Number]
- **Mail:** [Payment Mailing Address]

If you are experiencing financial hardship, please contact our Collections Department at [Phone Number] immediately to discuss potential payment arrangements. We are willing to work with you, but you must act before the deadline stated above.

Sincerely,

[Your Name/Department Name]
[Company Name]
[Contact Information]