

## FINAL NOTICE

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Final Notice of Unfunded Balance - Account Number: [Insert Account Number]

Dear [Customer Name],

This letter serves as a final formal notice regarding the outstanding unfunded balance on your account in the amount of **\$[Insert Amount]**. Despite previous attempts to contact you, this balance remains unpaid.

Please be advised that your account must be funded in full by [Insert Due Date] to avoid further action. Failure to resolve this balance immediately may result in the following:

- Permanent closure of your account.
- Reporting of this delinquency to credit bureaus.
- Referral of your account to an external collection agency.

To settle this balance, please use one of the following methods:

- Online Portal: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: Send check or money order to [Insert Payment Address]

If payment has already been sent, please disregard this notice. If you have any questions or are experiencing financial hardship, please contact our billing department immediately at [Insert Phone Number].

Sincerely,

[Your Name/Department]

[Company Name]