

DATE: [Current Date]

TO:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO LEGAL ACTION

Account Number: [Account Number]

Total Balance Due: \$[Amount Due]

Dear [Customer Name],

Our records indicate that your account remains severely delinquent despite previous attempts to resolve this matter. As of [Date], your account has been officially charged off as a bad debt.

Please be advised that this status does not relieve you of your obligation to pay the debt. This is a **Final Notice**. Unless we receive the total balance due or a mutually agreed-upon payment arrangement within [Number] days from the date of this letter, we will take the following steps:

- Transfer your account to an external collection agency.
- Report the charge-off status to the major credit bureaus, which may significantly impact your credit score.
- Refer this matter to our legal department to evaluate the filing of a lawsuit for the recovery of the debt, including applicable interest, court costs, and attorney fees.

To prevent further action, please submit your payment immediately via [Payment Method/Website] or contact our Recovery Department at [Phone Number] to discuss settlement options.

If you have already made this payment, please disregard this notice.

Sincerely,

[Sender Name/Department]

[Financial Institution Name]