

Date: [Current Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Account Number: [Last 4 Digits of Account Number]

Total Amount Past Due: \$[Amount]

Subject: FINAL NOTICE PRIOR TO CHARGE-OFF AND CREDIT REPORTING

Dear [Customer Name],

This letter serves as formal notification 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.

If we do not receive payment by [Deadline Date], we will take the following actions:

- **Account Charge-Off:** Your account will be closed and permanently written off as a loss.
- **Credit Bureau Reporting:** We will report this charge-off status to the major credit bureaus (Equifax, Experian, and TransUnion). A "Charge-Off" is a significant negative entry that may remain on your credit report for up to seven years.
- **Collections:** Your account may be transferred to an external collection agency or legal firm for further recovery efforts.

To prevent these actions, you must pay the past due amount of \$[Amount] immediately. You may make a payment via [Website Link], by calling [Phone Number], or by mailing a check to the address below.

If you are experiencing financial hardship, please contact us at [Phone Number] before [Deadline Date] to discuss potential payment arrangements or settlement options.

Sincerely,

[Department Name]
[Company Name]
[Company Phone Number]