

[Sender's Name]  
[Sender's Company]  
[Sender's Address]  
[City, State, Zip Code]

[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

**Subject: Notice of Payment Grace Period and Final Deadline**

Dear [Recipient's Name],

This letter is regarding the outstanding balance of [Amount Due] for [Invoice Number/Account Number], which was originally due on [Original Due Date].

We are writing to inform you that we have granted a grace period to settle this account. You are now required to submit the full payment by the final deadline of **[New Deadline Date]**.

Please note the following:

- Payments received by the deadline will not incur additional late fees.
- Failure to pay by this date may result in [Late Penalties/Service Suspension/Legal Action].

You can make your payment via [Payment Method: e.g., Credit Card, Bank Transfer, or Check].

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties making the payment, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]