

DATE: [Insert Date]

TO:

[Recipient Name]

[Service Address]

[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO LEGAL ACTION

Account Number: [Insert Account Number]

Outstanding Balance: \$[Insert Amount]

Dear [Recipient Name],

This letter serves as formal notice regarding your outstanding utility balance for the period of [Insert Start Date] to [Insert End Date]. Our records indicate that your account is currently past due in the amount of \$[Insert Amount].

Despite previous payment reminders, we have not received the total amount due. This is your final opportunity to settle this debt voluntarily before we escalate this matter to a formal legal proceeding or a third-party collection agency.

To avoid further action, please submit the full payment by [Insert Deadline Date]. Payments can be made via the following methods:

- Online: [Insert Website Link]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

Failure to respond to this notice by the aforementioned date may result in:

1. Immediate disconnection of utility services.
2. Initiation of a lawsuit to recover the debt, including court costs and legal fees.
3. Reporting of this delinquency to national credit bureaus, which may impact your credit score.

If you have already made this payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a payment plan, contact our billing department immediately at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]