

Date: [Insert Date]

Recipient Name: [Insert Contact Person Name]

Company Name: [Insert Company Name]

Address: [Insert Address]

RE: FINAL ESCALATION WARNING - OVERDUE REMITTANCE OF THIRD-PARTY FUNDS

Dear [Insert Name],

This letter serves as a formal and final notice regarding the outstanding third-party funds held by your organization that are due to [Insert Your Company Name].

Despite our previous notices dated [Insert Date of First Notice] and [Insert Date of Second Notice], we have not yet received the remittance of these funds. As of today, the total overdue balance is **[Insert Amount]**, which relates to [Insert Project/Account Reference].

Please be advised that this is your **final warning**. We require full payment to be settled within [Insert Number, e.g., 5] business days from the date of this letter.

Payment should be made via the following details:

- **Bank Name:** [Insert Bank Name]
- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **Routing/Swift Code:** [Insert Code]

Failure to remit these funds by [Insert Deadline Date] will result in the immediate escalation of this matter to our legal counsel for further action. This may include formal litigation, reporting to relevant regulatory bodies, and the recovery of associated legal costs and interest.

We trust that such measures will not be necessary and look forward to receiving confirmation of the transfer immediately.

Yours sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]