

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT

Account Number: [Insert Account Number]

Total Amount Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as a formal final demand for the immediate payment of your defaulted credit card account. As of this date, your balance remains unpaid despite previous notices regarding your delinquency.

Your account is currently in default. To prevent further action, you are required to pay the full amount of \$[Insert Amount] by [Insert Deadline Date, e.g., 7 or 10 days from letter date].

Failure to remit payment or contact us to establish an acceptable payment arrangement by the date specified above will result in the following actions:

- The permanent closure of your credit account.
- A formal report of your default to the major credit bureaus, which may negatively impact your credit score.
- The transfer of your account to a third-party collection agency or our legal department to initiate a lawsuit for the recovery of the debt, including applicable interest and legal fees.

Please send your payment immediately to the address listed below or contact our Billing Department at [Insert Phone Number] to discuss your payment options.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Address]

[Phone Number]