

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: FINAL NOTICE: Outstanding Balance for Account #[Account Number]**

Dear [Customer Name],

This letter serves as a formal request for the payment of your outstanding balance in the amount of \$[Amount Due].

Our records indicate that your account is currently past due. Despite previous reminders, we have yet to receive the funds for invoice(s) #[Invoice Numbers].

Please remit the total outstanding balance within seven (7) business days from the date of this letter to ensure your account remains in good standing. Failure to settle this balance within the specified timeframe may result in further action, including the suspension of services or the referral of your account to a collection agency.

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

Payment can be made via: [Insert Payment Methods - e.g., Bank Transfer, Online Portal, Check]

If you have any questions or believe there is an error regarding this balance, please contact our billing department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]