

**DATE:** [Current Date]

**TO:**

[Client Name/Company Name]

[Client Address]

[City, State, Zip Code]

**FROM:**

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

[Your Email]

**RE: FINAL NOTICE - OUTSTANDING PAYMENT FOR COMPLETED CONTRACT WORK**

Dear [Client Contact Name],

This letter serves as a formal final notice regarding the unpaid invoices for contracting services provided. Despite previous reminders sent on [Date of First Reminder] and [Date of Second Reminder], your account remains past due.

The following invoices are currently outstanding:

- Invoice #[001] - Date: [MM/DD/YYYY] - Amount: \$[0.00]
- Invoice #[002] - Date: [MM/DD/YYYY] - Amount: \$[0.00]
- **TOTAL OVERDUE BALANCE: \$[0.00]**

The work associated with these invoices was completed in full and according to our agreement on [Completion Date]. As of today, your payment is [Number] days late.

**Demand for Payment:**

Please remit the full balance of \$[Total Amount] by [Deadline Date - e.g., 5 business days from today]. Payment can be made via [Payment Method: Bank Transfer/Check/Online Portal].

If payment is not received by the deadline stated above, I will be forced to take further action to recover this debt. This may include:

1. Referring this account to a professional debt collection agency.
2. Commencing legal proceedings in Small Claims Court.
3. Filing a mechanic's lien against the property (if applicable).

Please treat this matter with the urgency it requires to avoid additional costs, interest charges, or legal fees. If you have already sent payment, please disregard this letter.

Sincerely,

[Your Signature]

[Your Printed Name]