

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

**RE: FINAL OPPORTUNITY FOR PAYMENT - Invoice(s) #[Invoice Number(s)]**

Dear [Client Name],

This letter serves as a formal final notice regarding the outstanding balance of \$[Amount] for building contractor services completed at [Project Address] on [Completion Date].

Despite previous reminders sent on [Dates of Previous Reminders], our records indicate that the full balance remains unpaid. This amount is now [Number] days past due.

We value our clients and would prefer to resolve this matter amicably. Therefore, we are providing a final opportunity to settle the account before we pursue further action. Please ensure that payment is received in full by [Deadline Date].

Payment can be made via:

- [Payment Method 1: e.g., Bank Transfer Details]
- [Payment Method 2: e.g., Online Payment Link]
- [Payment Method 3: e.g., Check payable to...]

Please be advised that if payment is not received by the deadline stated above, we will have no choice but to escalate this matter. This may include referring your account to a debt collection agency, filing a construction lien against the property, or initiating legal proceedings to recover the debt, including interest and legal costs.

If you have already sent the payment, please disregard this letter. If there are any discrepancies or if you wish to discuss a payment plan, contact us immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]