

URGENT: FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

City, State, Zip: [City, State, Zip]

Re: Account Number [Insert Account Number]

Dear [Customer Name],

Our records indicate that your account is now **90 days past due**. Despite our previous attempts to contact you regarding your outstanding balance of \$[Insert Amount], we have not received payment or a response regarding your intentions to settle this debt.

Please be advised that your account has been officially escalated. This is our final attempt to resolve this matter internally. Failure to provide payment in full by [Insert Deadline Date] will result in the following actions:

- Permanent suspension of services/credit privileges.
- Transfer of your account to a third-party debt collection agency.
- Reporting of this delinquency to major credit bureaus, which may impact your credit rating.
- Potential legal proceedings to recover the total amount due, including interest and legal fees.

To prevent these actions, please submit your payment immediately via [Insert Payment Method/Link] or call us at [Insert Phone Number] to discuss a final settlement plan.

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

Sincerely,

[Your Name/Department]

[Company Name]

[Company Phone Number]