

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Address: [Insert Address]

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

Account Number: [Insert Account Number]

Total Balance Due: [Insert Amount]

URGENT: FINAL NOTICE PRIOR TO ACCOUNT CHARGE-OFF

Dear [Insert Customer Name],

Our records indicate that your account is now **120 days past due**. Despite our previous attempts to reach you, we have not received the necessary payment to bring your account current.

This letter serves as a formal warning that if we do not receive payment of \$[Insert Past Due Amount] by [Insert Deadline Date], we will proceed with a **charge-off** of your account. A charge-off is a serious permanent entry on your credit report that signifies the debt is delinquent and unlikely to be collected.

Consequences of a Charge-Off:

- Significant negative impact on your credit score.
- The debt may be sold or transferred to a third-party collection agency.
- Continued accrual of interest and potential legal action.
- Difficulty obtaining future loans, credit cards, or favorable interest rates.

To prevent this action, please submit your payment immediately via [Insert Payment Method] or contact our Collections Department at [Insert Phone Number] to discuss a payment arrangement.

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

Sincerely,

[Insert Name/Department]

[Insert Company Name]

[Insert Contact Information]