

FINAL DEMAND NOTICE

Date: [Current Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Account Number [Account Number] / Invoice(s) #[Invoice Numbers]

Dear [Recipient Name],

Our records indicate that your account is now **120 days past due**. Despite our previous attempts to contact you regarding your outstanding balance of \$[Total Amount Owed], we have not received payment or a proposal for a payment plan.

This is a **Final Demand Letter**. Your failure to resolve this debt has left us with no choice but to escalate this matter. If we do not receive the full payment by [Deadline Date, e.g., 7 days from today], your account will be transferred to a third-party collection agency or our legal department for further action.

Please note that such actions may negatively impact your credit rating and result in additional legal fees or interest charges.

Please remit payment immediately via [Payment Method] or contact our billing office at [Phone Number] to discuss this matter for the final time.

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]

[Your Email Address]