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

[Date]

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

RE: THIRD NOTICE - URGENT PAST DUE PAYMENT

Dear [Customer Name],

This is our third and final formal notice regarding your outstanding balance of $[Amount] for Invoice #[Invoice Number], which was due on [Due Date].

Despite our previous reminders on [Date of First Notice] and [Date of Second Notice], we have yet to receive payment or a response regarding the status of this account. Your account is now [Number] days past due.

Please be advised that if payment is not received by [Final Deadline Date], we will be forced to take further action to recover the debt. This may include suspending your services, applying late interest fees, or referring your account to a third-party collection agency.

Please remit your payment immediately via [Payment Method/Link]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties, please contact our billing department at [Phone Number] immediately to discuss a potential payment plan.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]