URGENT: FINAL NOTICE BEFORE LEGAL ACTION

Date: [Insert Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: OVERDUE ACCOUNT - [Invoiced Amount] - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter serves as a formal and final demand for payment regarding the outstanding balance on your account. Despite our previous reminders dated [Date of previous reminders], we have yet to receive the payment for Invoice #[Invoice Number], which was due on [Due Date].

As of today, your account is [Number] days past due. The total outstanding balance is **[Total Amount Due]**, which includes [mention any late fees or interest if applicable].

Failure to remit payment in full within **[Number, e.g., 5] business days** will leave us with no choice but to escalate this matter. This may include:

- Transferring your account to a third-party debt collection agency.
- Initiating formal legal proceedings to recover the debt.
- Reporting the delinquency to relevant credit bureaus.

Please arrange for immediate payment via [Bank Transfer/Credit Card/Check] using the following details:

Bank Name: [Your Bank Name]
Account Name: [Your Company Name]
Account Number: [Your Account Number]
Routing/Swift Code: [Your Code]

If payment has already been sent, please disregard this letter and provide proof of payment to [Email Address].

We expect your immediate attention to this urgent matter to avoid further action.

Sincerely,

[Your Name]
[Your Title]

[Your Company Name]
[Your Phone Number]