

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

[Date]

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

**RE: FINAL NOTICE - PAST DUE INVOICE #[Invoice Number]**

Dear [Customer Name],

Our records indicate that your account is significantly past due. Despite previous reminders, we have yet to receive payment for invoice #[Invoice Number], which was due on [Original Due Date].

Due to the continued delay, a late fee of \$[Late Fee Amount] has been assessed to your account in accordance with our terms of service. Your total outstanding balance is now \$[Total Amount Due].

**Account Summary:**

Original Invoice Amount: \$[Original Amount]

Late Fee Assessed: \$[Late Fee Amount]

**Total Balance Due: \$[Total Amount Due]**

Please remit payment immediately to avoid further action. If payment is not received by [Deadline Date], we will have no choice but to refer your account to an external collection agency. This action may negatively impact your credit rating.

You can make a payment via [Payment Method: Online Portal Link/Phone/Check].

If you have already sent your payment, please disregard this notice. If there is a discrepancy regarding this invoice, please contact our billing department at [Phone Number] immediately.

Sincerely,

[Your Name/Department]  
[Your Company Name]