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

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

RE: FINAL ATTEMPT TO SETTLE OUTSTANDING BALANCE

Account Number: [Account Number]
Total Balance Due: $[Amount]

Dear [Recipient Name],

This letter serves as our final formal attempt to collect the outstanding balance of $[Amount] which is now [Number] days past due. Despite our previous notices sent on [Dates of previous letters], we have not yet received payment or a proposal for a payment plan.

We value our relationship with you; however, we cannot allow this balance to remain unpaid. Please be advised that if payment is not received in full by [Deadline Date], we will have no choice but to take further action to recover the debt. This may include:

- Referring your account to a professional debt collection agency.
- Reporting the delinquency to credit bureaus.
- Initiating legal proceedings to recover the funds, including court costs and attorney fees.

To avoid these measures, please submit your payment immediately via [Payment Method: Check, Online Portal, Phone].

If you are experiencing financial hardship or believe this balance is in error, you must contact us immediately at [Phone Number] before the deadline mentioned above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]