

Date: [Insert Date]

To:

[Contact Name/Accounts Payable]

[Client Business Name]

[Client Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - ACCOUNT #[Insert Account Number]

Dear [Contact Name],

This letter serves as a formal final demand for the outstanding wholesale balance on your account. According to our records, your account is currently past due in the amount of **\$(Insert Total Amount)**.

The following invoices remain unpaid:

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]

Despite previous notifications, we have not received the payment required to bring your account into good standing. Please be advised that this is our final attempt to resolve this matter amicably.

Full payment must be received by **[Insert Deadline Date]**. Payment can be made via [Insert Payment Method - e.g., Wire Transfer, ACH, Check].

Failure to remit payment by the aforementioned date will result in the following actions:

- Immediate and permanent suspension of wholesale purchasing privileges.
- Referral of your account to a third-party collection agency.
- Potential legal action to recover the debt, including interest and legal fees.

If payment has already been sent, please provide the transaction details immediately so we can update your records.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Your Phone Number]

[Your Email Address]