

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

[Date]

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

RE: FINAL DEMAND FOR PAYMENT - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as a formal final demand for payment regarding your overdue telecommunications account. Our records indicate that despite previous notices, your balance of **[\$Total Amount Owed]** remains unpaid.

This balance consists of the following:

- Invoice Number: [Invoice #] - Amount: \$[Amount] - Due Date: [Date]
- Late Fees/Interest: \$[Amount]

Please be advised that this is your **final notice**. You are required to settle this debt in full within [Number, e.g., 7] days from the date of this letter. Failure to receive payment by [Deadline Date] will result in the following actions:

1. Immediate and permanent disconnection of all telecommunications services.
2. Referral of your account to a third-party debt collection agency.
3. Reporting of your delinquency to major credit bureaus, which may impact your credit rating.
4. Potential legal proceedings to recover the debt, including costs and interest.

Payment can be made via [Payment Methods: e.g., Online Portal, Phone, or Bank Transfer].

If you have already made this payment, please disregard this letter and provide proof of payment to our billing department at [Phone Number/Email].

Yours sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]