

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Attorney Name]
[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Address Line 1]
[City, State, Zip Code]

RE: FORMAL FINAL DEMAND FOR PAYMENT

Creditor: [Client Name]
Account Number: [Account Number]
Total Amount Due: \$[Total Amount]

Dear [Debtor Name],

This office has been retained by [Client Name] to collect the outstanding balance on your account. According to our client's records, you have a delinquent balance in the amount of \$[Total Amount] for [Description of Goods or Services Provided].

Despite previous requests for payment made by our client, this balance remains unpaid. Please be advised that this letter serves as your **formal final notice** to settle this debt voluntarily.

To avoid further legal action, you must remit payment in full to the address listed above no later than [Deadline Date, e.g., 10 days from receipt of this letter]. Payments should be made payable to "[Law Firm Name] Trust Account" or "[Client Name]".

If payment is not received by the aforementioned date, we have been authorized by our client to explore all available legal remedies to secure the full amount owed, which may include:

- Filing a formal lawsuit in a court of competent jurisdiction;
- Seeking the recovery of court costs and service fees;
- Seeking interest as permitted by law or contract;
- Seeking attorney's fees, if applicable.

If you have already sent payment or believe this amount is in error, please contact this office immediately at [Phone Number] to provide documentation.

Govern yourself accordingly.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]