

FINAL DEMAND FOR PAYMENT

Date: [Insert Date]

Reference Number: [Insert Account/Invoice Number]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

Dear [Debtor Name],

This letter serves as a formal final demand for the payment of your outstanding debt in the amount of \$[Insert Amount].

Despite previous notices dated [Insert Dates of Previous Notices], our records indicate that your balance remains unpaid. This debt is now [Number] days past due.

Total Amount Due: \$[Insert Amount]

Please be advised that this is our final attempt to resolve this matter amicably. We require full payment to be received by [Insert Deadline Date, e.g., 7 days from today]. Payment should be made via [Insert Payment Method, e.g., Bank Transfer, Check, Online Portal].

Failure to settle this account by the aforementioned date will result in this matter being referred to [Legal Counsel / a Debt Collection Agency]. This may lead to formal legal proceedings against you, which could include:

- A lawsuit to recover the debt.
- Claims for interest, administrative fees, and legal costs.
- Potential impact on your credit rating.

If you have already made this payment, please disregard this letter and provide proof of payment immediately. If you wish to discuss a payment plan, you must contact us before the deadline stated above.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]