

URGENT: FINAL DEMAND FOR PAYMENT PRIOR TO LEGAL ACTION

Date: [Insert Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Re: Outstanding Balance for Account: [Insert Account Number/Reference]

Dear [Recipient Name],

This letter serves as a formal final demand for the payment of your outstanding balance in the amount of **[\$[Insert Amount]]**. This balance is currently [Insert Number] days past due.

Despite our previous attempts to resolve this matter through invoices and reminders sent on [Insert Dates of Previous Contact], we have not received the required payment or a proposal for a payment plan.

Please be advised that if the full amount of **[\$[Insert Amount]]** is not received by **[Insert Deadline Date, e.g., 7 days from today]**, we will be forced to take immediate legal action to recover the debt. This may include filing a lawsuit, which could result in additional costs for which you may be liable, including court costs, interest, and legal fees.

Payment can be made via the following methods:

- [Insert Payment Method 1, e.g., Online Portal Link]
- [Insert Payment Method 2, e.g., Bank Transfer Details]
- [Insert Payment Method 3, e.g., Check payable to...]

If you have already sent payment, please disregard this notice. If you dispute this debt, you must contact us in writing immediately at [Insert Phone Number/Email].

We hope to resolve this matter amicably and avoid the necessity of litigation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]

[Your Phone Number]