

[Your Name/Department]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Final Notice: Account Closure and Unsettled Talent Acquisition Costs

Dear [Recipient Name],

This letter serves as formal notification regarding the outstanding balance on your account with [Your Company Name] for recruitment and talent acquisition services rendered.

Despite previous communications dated [Date of Previous Notice] and [Date of Second Notice], our records indicate that the following invoice(s) remain unpaid:

- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: [Amount] - Due Date: [Date]

Total Outstanding Balance: [Total Amount]

Due to the prolonged period of non-payment, we are officially closing your account effective [Date]. Please be advised that all recruitment activities, candidate placements, and guarantee periods associated with your account are now suspended.

To avoid further action, please remit the full payment by [Final Deadline Date]. Payments can be made via [Payment Method/Link].

If payment is not received by the aforementioned date, we will be forced to escalate this matter to a third-party collection agency or pursue legal recourse to recover the debt, which may impact your credit rating.

If you have already sent the payment, please disregard this letter. If there are discrepancies regarding these charges, contact our billing department immediately at [Phone Number] or [Email Address].

Regards,

[Your Signature]
[Your Printed Name]
[Your Title]