

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

[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: FINAL NOTICE - OVERDUE PAYMENT FOR RECRUITMENT SERVICES

Dear [Recipient Name],

This letter serves as a formal final notice regarding the outstanding balance of \$[Total Amount] for recruitment services provided. Our records indicate that the following invoice(s) remain unpaid despite previous reminders:

- Invoice Number: [Invoice #] | Date: [Date] | Amount: \$[Amount]
- Invoice Number: [Invoice #] | Date: [Date] | Amount: \$[Amount]

The placement of [Candidate Name] in the position of [Job Title] was completed on [Placement Date]. According to our signed agreement, payment was due on [Original Due Date].

We value our professional relationship; however, we cannot allow this balance to remain outstanding any longer. Please remit the full payment by [Deadline Date, e.g., 5 business days from now].

Payment can be made via [Bank Transfer Details / Check / Online Portal].

Please be advised that if payment is not received by the aforementioned date, we will be forced to escalate this matter to a third-party collection agency or initiate legal proceedings to recover the debt, including any applicable late fees or interest as per our contract terms.

If you have already sent the payment, please disregard this notice.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]