

## FINAL DEMAND NOTICE PRIOR TO ACCOUNT CHARGE-OFF

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Account Number: [Insert Account Number]

Dear [Customer Name],

This is a formal notice regarding your past due balance of \$[Insert Amount] on the above-referenced account. Despite previous attempts to contact you, your account remains severely delinquent.

Please be advised that if payment is not received in full by [Insert Deadline Date], we will proceed with the following actions:

- **Account Charge-Off:** Your account will be closed and written off as a loss.
- **Credit Reporting:** A "Charge-Off" status will be reported to the national credit bureaus, which may significantly lower your credit score for up to seven years.
- **Collection Referral:** Your debt may be transferred to a third-party collection agency or assigned to legal counsel for further recovery efforts.

To prevent these actions, please submit your payment immediately. You may pay online at [Insert Website], via phone at [Insert Phone Number], or by mailing a check to the address listed below.

If you are experiencing financial hardship, please contact our Collections Department at [Insert Phone Number] before the deadline to discuss potential payment arrangements or settlements.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Address]

[Company Phone Number]