

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO CHARGE-OFF

Account Number: [Account Number]

Past Due Amount: \$[Amount]

Total Balance: \$[Total Balance]

Dear [Customer Name],

This is a formal notification that your account is now severely delinquent. Despite previous attempts to contact you, we have not received the necessary payment to bring your account to current status.

Failure to receive payment of **[\$[Amount]]** by **[Deadline Date]** will result in your account being officially charged-off. A charge-off is a permanent mark on your credit history indicating that the debt was not paid as agreed.

If this account is charged-off, we may take the following actions:

- Report the charge-off status to national credit bureaus, which may negatively impact your credit score for up to seven years.
- Assign or sell your debt to a third-party collection agency.
- Pursue further legal action to recover the outstanding balance.

You can still prevent this action by making a payment immediately. Please pay online at [Website URL], call us at [Phone Number], or mail a check to the address below.

If you are experiencing financial hardship, please contact us immediately at [Phone Number] to discuss potential payment arrangements or settlements.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]