

**Date:** [Current Date]

**To:**

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: FINAL NOTICE PRIOR TO CHARGE-OFF**

**Account Number:** [Account Number]

**Total Balance Due:** \$[Amount Due]

Dear [Debtor Name],

This letter serves as formal notification that your account is severely past due. Despite previous attempts to contact you, we have not received the necessary payment to bring your account into good standing.

Please be advised that this is your **Final Notice**. If the total balance due is not received by [Deadline Date], we will proceed with a "Charge-Off" of your account. A charge-off is a formal declaration that the debt is uncollectible and may result in the following actions:

- The default being reported to major credit bureaus, which may significantly lower your credit score.
- The transfer or sale of your debt to a third-party collection agency.
- Potential legal action to recover the outstanding balance.

You can still prevent this action by making a payment immediately. We are willing to discuss payment arrangements or a settlement offer if you contact us before the deadline mentioned above.

Please remit payment via [Payment Method/Website] or call our billing department at [Phone Number] to discuss your options.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]