

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - ACCOUNT #[Account Number]

Dear [Customer Name],

This letter serves as a formal final notice regarding your delinquent account with [Your Company Name]. As of today, our records show an outstanding balance of \$[Total Amount Owed].

Despite previous notifications, we have not received the required payments to bring your account current. Please be advised that if the full balance is not paid by [Deadline Date], your account will be officially **charged off** as a bad debt.

A charge-off is a serious permanent entry on your credit history that may result in the following:

- Negative impact on your credit score for up to seven years.
- Transfer of your account to a third-party debt collection agency.
- Potential legal action to recover the debt.
- Report of the discharged debt to the IRS, which may be treated as taxable income.

To avoid these consequences, please submit your payment immediately via [Payment Method/Website] or contact our office at [Phone Number] to discuss any final settlement options or payment arrangements.

This is our final attempt to resolve this matter before taking further action.

Sincerely,

[Your Name/Department]
[Your Company Name]