

URGENT: FINAL NOTICE PRIOR TO CHARGE-OFF

Date: [Insert Date]

Recipient Name: [Insert Debtor Name]

Address: [Insert Street Address]

City, State, Zip: [Insert City, State, Zip]

Re: Account Number [Insert Account Number]

Dear [Insert Debtor Name],

This letter serves as a final formal demand for payment regarding your past-due balance of \$[Insert Total Amount Due].

Despite previous attempts to contact you, your account remains severely delinquent. This is your **last opportunity** to resolve this debt before we initiate the charge-off process.

If full payment is not received or a formal payment arrangement is not established by [Insert Deadline Date], we will take the following actions:

- Report the account as a "Charge-Off" to the national credit bureaus, which may significantly lower your credit score.
- Transfer or sell your account to a third-party collection agency.
- Cease all internal efforts to provide flexible repayment options.

How to Stop This Action:

To prevent this status change, you must pay the amount of \$[Insert Minimum to Avoid Charge-Off] immediately. Payments can be made via [Insert Payment Method/Link] or by calling [Insert Phone Number].

If you are experiencing financial hardship, please contact our office immediately at [Insert Phone Number] to discuss potential settlement options. We are willing to work with you, but you must act before the deadline stated above.

Sincerely,

[Insert Name/Department]

[Insert Company Name]

[Insert Contact Phone Number]