

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF PENDING CHARGE-OFF AND FINAL DEMAND FOR PAYMENT

Account Number: [Insert Account Number]

Total Amount Past Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice that your account is seriously delinquent. Despite previous attempts to contact you, we have not received the required payments to bring your account to current status.

Please be advised that if we do not receive payment in full or a mutually agreed-upon payment arrangement by **[Insert Deadline Date]**, we will proceed with the following actions:

- **Charge-Off:** Your account will be formally charged off as a bad debt.
- **Credit Reporting:** This charge-off status will be reported to the major credit bureaus, which may significantly negatively impact your credit score for up to seven years.
- **External Collection:** Your account may be transferred to a third-party collection agency or referred to legal counsel for further recovery efforts.

A charge-off does not relieve you of your legal obligation to pay this debt. We would prefer to resolve this matter amicably. To prevent this action, please remit the total amount due immediately.

Payments can be made via [Insert Payment Methods, e.g., online portal, phone, or mail].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship, please contact our Collections Department at [Insert Phone Number] immediately to discuss potential options.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Phone Number]