

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Account Details:

Account Number: [Insert Account Number]

Total Outstanding Balance: \$[Insert Amount]

SUBJECT: PRE-CHARGE-OFF NOTICE AND FINAL DEMAND FOR PAYMENT

Dear [Debtor Name],

Our records indicate that your account remains seriously past due. Despite previous attempts to contact you, we have not received the required payment to bring your account to current status.

Please be advised that this is a **Final Demand for Payment**. If the total outstanding balance or a mutually agreed-upon settlement is not received by [Insert Deadline Date], we will proceed with the following actions:

- **Account Charge-Off:** Your account will be formally charged off as a bad debt.
- **Credit Reporting:** This charge-off status may be reported to national credit reporting agencies, which can significantly negatively impact your credit score for up to seven years.
- **Third-Party Collection:** Your account may be transferred to an external collection agency or a law firm for further recovery efforts.

You can still prevent this action by paying the "Amount to Cure" of \$[Insert Amount] immediately. Payments can be made via [Insert Payment Methods, e.g., Online Portal, Phone, or Mailing Address].

If you are experiencing financial hardship, please contact our Collections Department at [Insert Phone Number] before [Insert Deadline Date] to discuss potential payment arrangements.

This is an attempt to collect a debt, and any information obtained will be used for that purpose.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Phone Number]