

URGENT: FINAL DEMAND PRIOR TO ACCOUNT CHARGE-OFF

Date: [Insert Date]

Recipient Name: [Insert Debtor Name]

Address: [Insert Address]

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

Re: Account Number [Insert Account Number]

Dear [Insert Debtor Name],

This is a formal notification that your account is severely delinquent. Despite previous attempts to contact you, we have not received the required payment to bring your account into good standing.

Total Amount Past Due: \$[Insert Amount]

Please be advised that this is your final notice. If payment is not received in full or a formal repayment plan is not established by [Insert Deadline Date], we will proceed with the following actions:

- **Charge-Off:** Your account will be closed and written off as a bad debt loss.
- **Credit Reporting:** A "Charge-Off" status will be reported to the national credit bureaus, which may significantly lower your credit score for up to seven years.
- **Collection Agency Referral:** Your debt may be assigned to a third-party collection agency or a legal firm for further recovery efforts.

You can still prevent this outcome by taking immediate action. Please remit payment via [Insert Payment Method] or call our office at [Insert Phone Number] to discuss your options.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Phone Number]