[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: FINAL NOTICE: Payment for Invoice #[Invoice Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding your outstanding balance of $[Amount] for invoice #[Invoice Number], which was originally due on [Original Due Date].

Despite previous reminders, we have yet to receive payment. Please be advised that the final deadline for this payment is **[Deadline Date]**. Payment must be received in full by this date to avoid further action.

Failure to meet this strict deadline will result in [consequence, e.g., the suspension of services / the referral of your account to a collection agency / legal proceedings].

Please remit payment immediately via [Payment Method]. If you have already sent the payment, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]