

FINAL NOTICE

Date: [Insert Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: FINAL NOTICE - Outstanding Conversion Fee for [Candidate Name]

Dear [Client Contact Name],

This letter serves as a final formal notice regarding the outstanding invoice #[Invoice Number] for the temporary-to-permanent conversion fee of [Candidate Name].

Our records indicate that [Candidate Name] transitioned to your permanent payroll on [Date]. Per our signed service agreement, a conversion fee of [Amount] was due on [Due Date]. Despite our previous reminders sent on [Date of first reminder] and [Date of second reminder], we have yet to receive payment.

Please be advised that this is our final attempt to collect this debt amicably. If payment is not received in full by [Final Deadline Date], we will be forced to take further action, which may include:

- Referring this account to a third-party collection agency.
- Initiating legal proceedings to recover the debt.
- Applying late interest charges as permitted by our contract.

Please remit payment immediately via [Payment Method: e.g., Wire Transfer/Check/Online Portal].

If you have already sent the payment, please disregard this notice. If there is a dispute regarding this invoice that we are unaware of, please contact our billing department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]