

**Date:** [Insert Date]

**To:**

[Recipient Name/Accounts Payable]

[Company Name]

[Company Address]

**RE: FINAL DEMAND FOR PAYMENT - OVERDUE TALENT ACQUISITION INVOICES**

Dear [Contact Name],

This letter serves as a formal final demand for payment regarding outstanding recruitment and talent acquisition services provided by [Your Company Name].

Despite previous reminders sent on [Dates of previous notices], our records indicate that the following invoices remain unpaid:

- Invoice #[Number] - Amount: [Amount] - Due Date: [Date] - Candidate: [Candidate Name]
- Invoice #[Number] - Amount: [Amount] - Due Date: [Date] - Candidate: [Candidate Name]

**Total Outstanding Balance: [Total Amount]**

As per our signed Service Agreement, these fees became payable upon the successful placement of the aforementioned candidates. Your account is now [Number] days past due.

Please remit the full balance of [Total Amount] by [Insert Date - e.g., 7 days from now] to avoid further action. Payments can be made via [Bank Transfer Details/Check/Payment Link].

Failure to settle this debt by the deadline will leave us with no choice but to escalate this matter. This may include the suspension of current recruitment services, the involvement of a third-party collection agency, or the commencement of legal proceedings to recover the debt, interest, and any associated legal costs.

We value our partnership and would prefer to resolve this matter amicably. If payment has already been sent, please disregard this letter and provide us with the transaction details for our records.

Yours sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]  
[Your Email Address]