

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: FINAL NOTICE PRIOR TO LEGAL ACTION / DEBT COLLECTION**

Dear [Contact Name],

This letter serves as a formal final warning regarding the outstanding balance of \$[Amount Due] owed to [Your Company Name] for recruitment and hiring services rendered.

Despite our previous notices dated [Date of First Notice] and [Date of Second Notice], the following invoice(s) remain unpaid:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]

Regarding the placement of: [Candidate Name]

Please be advised that this is our final attempt to resolve this matter amicably. If payment is not received in full by [Deadline Date, e.g., 5 business days from now], we will be forced to take the following actions:

1. Refer your account to a professional debt collection agency.
2. Commence formal legal proceedings to recover the debt, including interest and legal fees.
3. Report the delinquency to relevant credit bureaus.

You can remit payment via [Payment Method: Wire Transfer/Check/Online Portal].

If you have already sent the payment, please disregard this letter. Otherwise, we expect immediate confirmation of payment to avoid further escalation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]