

DATE: [Insert Date]

TO:

[Contact Name]

[Company Name]

[Company Address]

RE: FINAL NOTICE - OUTSTANDING PAYMENT FOR RECRUITMENT SERVICES

Dear [Contact Name],

This letter serves as a formal final warning regarding the unpaid balance of [Insert Amount] for recruitment services provided by [Your Agency Name]. This balance pertains to Invoice(s) [Insert Invoice Number(s)], which was/were due on [Insert Original Due Date].

Despite our previous reminders on [Insert Dates of Previous Contact], we have yet to receive payment or a formal response regarding the status of these funds. As the placement of [Candidate Name] for the position of [Job Title] was successfully completed on [Start Date], the fees are now [Number] days overdue.

Please consider this your final opportunity to settle this debt amicably. We require full payment by no later than [Insert Deadline Date, e.g., 5 business days from now]. Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Check] using the following details:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

Routing/Swift Code: [Insert Code]

Failure to receive payment by the aforementioned date will leave us with no choice but to escalate this matter. This may include:

- Referring your account to a third-party debt collection agency.
- Commencing legal proceedings to recover the debt, including interest and legal costs.
- Reporting the delinquency to relevant credit bureaus.

We would prefer to resolve this matter without further escalation. Please contact us immediately at [Insert Phone Number] or [Insert Email Address] if payment has already been sent or if you need to discuss a short-term payment plan.

Yours sincerely,

[Your Name]

[Your Title]

[Your Agency Name]