FINAL DEMAND NOTICE AND SETTLEMENT OFFER

Date: [Insert Date]

To: [Debtor Name]
Address: [Debtor Address]
City, State, Zip: [City, State, Zip]

Re: Final Demand for Payment - Account Number: [Account Number]

Dear [Debtor Name],

This letter serves as formal notice that your account is now severely past due. As of [Current Date], the total outstanding balance is $[Total Amount Owed].

Despite previous reminders, we have not received the required payment. This is our final attempt to resolve this matter amicably before we escalate this case to a third-party collection agency or initiate legal proceedings.

FINAL SETTLEMENT OFFER:

In an effort to resolve this debt immediately, we are prepared to accept a reduced lump-sum payment of **$[Settlement Amount]** as full and final settlement of this debt. This offer is valid only if payment is received by [Deadline Date].

Upon receipt and clearance of the settlement amount, we will consider the account closed, and you will be released from any further liability regarding this specific debt.

FAILURE TO ACT:

If we do not receive either the full balance or the settlement amount by the deadline stated above, we will be forced to take further action, which may include:

- Reporting the delinquency to major credit bureaus.
- Referring your account to a formal debt collection agency.
- Seeking legal remedies to recover the full balance, including interest and legal fees.

Please make payment via [Payment Method: e.g., Check, Bank Transfer, Online Portal] to the following address/account:

[Payable To: Your Name/Company]
[Payment Details/Address]

We look forward to resolving this matter immediately.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]
[Your Phone Number]