Date: [Insert Date]

TO:
[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

FROM:
[Your Name/Company Name]
[Your Address]
[Your Phone Number]

RE: FINAL NOTICE AND SETTLEMENT OFFER - Account No: [Account Number]

Dear [Debtor Name],

This letter serves as formal notification that your account remains past due. As of today, your total outstanding balance is **$[Total Amount Owed]**. Despite previous attempts to contact you, we have not received the necessary payment.

FINAL SETTLEMENT OFFER:

In an effort to resolve this matter without further legal action or credit reporting, we are prepared to offer a one-time settlement. We will accept a reduced payment of **$[Settlement Amount]** as full and final satisfaction of this debt, provided that payment is received by **[Deadline Date]**.

CONSEQUENCES OF NON-PAYMENT:

If we do not receive the settlement payment or the full balance by the date mentioned above, we will have no choice but to take the following actions:

- Transfer your account to a third-party collection agency.
- Report the delinquency to major credit bureaus.
- Initiate formal legal proceedings to recover the debt, including court costs and attorney fees where applicable.

PAYMENT INSTRUCTIONS:

Please make your payment via [Payment Method: e.g., Check, Credit Card, Bank Transfer]. Payments should be sent to the address listed at the top of this letter or processed through [Website/Link].

If you have already sent payment, please disregard this notice. If you wish to discuss a payment plan, please contact us immediately at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]