

URGENT: FINAL DEMAND FOR PAYMENT

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 REGARDING OVERDUE BALANCE

Account Number: [Insert Account Number]

Total Amount Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as a formal and final demand for the immediate payment of your outstanding debt in the amount of \$[Insert Amount]. Despite previous notices sent on [Date of First Notice] and [Date of Second Notice], your account remains unpaid.

This is your **FINAL OPPORTUNITY** to settle this debt voluntarily before further action is taken. Failure to receive full payment by [Insert Deadline Date, e.g., 5 business days from today] will result in this matter being escalated. Possible actions include, but are not limited to:

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

Please remit payment immediately via [Insert Payment Method: e.g., Bank Transfer, Check, Online Portal].

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

Governing yourself accordingly,

[Your Signature]

[Your Printed Name]

[Your Title]