

## URGENT: FINAL DEMAND BEFORE SERVICE TERMINATION

Date: [Insert Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Account Number: [Insert Account Number]

Outstanding Balance: [Insert Amount]

Dear [Customer Name],

This letter serves as a formal notice that your account is significantly past due. Despite previous reminders, we have not received the payment required to bring your account into good standing.

Please be advised that this is a **Final Demand** for payment. Failure to settle the outstanding balance of [Insert Amount] by [Insert Deadline Date] will result in the immediate termination of your [Insert Type of Service] services.

To avoid service interruption, please make your payment immediately via one of the following methods:

- Online Portal: [Insert Website Link]
- Phone: [Insert Phone Number]
- Mail: [Insert Payment Address]

If your service is terminated, a reconnection fee may apply, and the full outstanding balance must be paid before service can be restored. Additionally, unpaid accounts may be referred to a third-party collection agency, which may impact your credit rating.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our billing department immediately at [Insert Phone Number].

Sincerely,

[Your Name/Department]  
[Company Name]  
[Company Phone Number]