Date: [Insert Date]

To: [Independent Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Subject: FINAL WARNING: Outstanding Balance for Account #[Account Number]

Dear [Contractor Name],

This letter serves as a formal final warning regarding the overdue balance on your account. Despite our previous notices dated [Date of First Notice] and [Date of Second Notice], we have not received payment for the outstanding amount.

Account Summary:

- **Total Amount Overdue:** $[Amount]
- **Original Due Date:** [Date]
- **Days Past Due:** [Number]

Please be advised that this is our final attempt to collect this debt before we take further action. If full payment is not received by [Deadline Date], we will be forced to pursue the following measures:

1. Immediate suspension of all current and future service contracts.
2. Referral of your account to a professional debt collection agency.
3. Legal action to recover the debt, including interest and legal fees.

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

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment plan, you must contact us at [Phone Number] or [Email Address] before [Deadline Date].

Sincerely,

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