URGENT: FINAL NOTICE REGARDING OVERDUE PAYMENT

Date: [Insert Date]

To: [Client Name/Company Name]
Attn: Accounts Payable Department
[Client Address]
[City, State, Zip Code]

Re: Overdue Payment for Invoice #[Invoice Number]

Dear [Contact Person Name],

This letter serves as a formal demand for payment regarding the outstanding balance for services rendered as an independent contractor. As of today, your account is [Number] days past due.

Despite previous reminders sent on [Dates of previous emails/calls], I have yet to receive the payment for the following:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date]
- **Due Date:** [Date]
- **Total Amount Due:** $[Amount]
- **Late Fees (if applicable):** $[Amount]
- **Current Balance:** $[Total Sum]

This matter is now critical. I request that you remit the full payment immediately via [Payment Method: e.g., Bank Transfer, PayPal, Check].

Please be advised that if payment is not received by [Final Deadline Date], I will be forced to take further action to recover this debt. This may include transferring this account to a professional debt collection agency or initiating legal proceedings through small claims court. These actions may result in additional costs and impact your credit rating.

If you have already sent the payment, please disregard this notice and provide a transaction confirmation number for my records.

I look forward to resolving this matter immediately to avoid further escalation.

Sincerely,

[Your Name]
[Your Business Name/Title]
[Your Phone Number]
[Your Email Address]