

Date: [Insert Date]

TO:

[Recipient Name/Company]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT PRIOR TO LICENSE TERMINATION

Account Number: [Insert Account Number]

Total Amount Overdue: [Insert Amount]

Dear [Recipient Name],

This letter serves as formal notice that your account is now severely past due. Despite previous reminders, we have not received the outstanding balance of [Insert Amount].

Please be advised that this is a **Final Demand**. Failure to remit full payment or contact us to establish a formal payment plan by [Insert Deadline Date] will result in the immediate termination of your license to use [Insert Software/Service/Product Name].

Upon termination of the license:

- Your access to the [Software/Service] will be revoked.
- Any continued use of the [Software/Service] will be considered unauthorized and a breach of contract.
- Your account may be referred to an external collection agency or legal counsel for further action.

To avoid the disruption of your services, please make payment immediately via [Insert Payment Method/Link].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Your Phone Number]

[Your Email Address]