

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: FINAL NOTICE - TERMINATION OF SOFTWARE LICENSE

Account Number: [Insert Account Number]

Outstanding Balance: [Insert Amount Due]

Dear [Customer Name or Contact Person],

This is a formal and final notice regarding your past-due balance of [Insert Amount Due] for your subscription to [Software Name]. Despite our previous attempts to resolve this matter, we have not received your payment.

Please be advised that if payment is not received in full by **[Insert Deadline Date]**, we will take the following actions:

- Immediate revocation of your [Software Name] license.
- Discontinuation of all technical support and software updates.
- Loss of access to data stored within the application.
- Referral of this account to a third-party collection agency.

To prevent the immediate disruption of your business operations and the revocation of your software access, please remit payment immediately via [Insert Payment Method/Link].

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

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]

[Email Address]