

Date: [Insert Date]

TO:

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT AND NOTICE OF LICENSE DEACTIVATION

Dear [Recipient Name],

This letter serves as a formal final demand for the unpaid balance on your account in the amount of **[\$[Insert Amount]]**. Our records indicate that the following invoices are now [Insert Number] days past due:

- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]

Despite previous payment reminders, we have not received the outstanding balance or a proposal for a payment plan. Please be advised that this is your final notice.

Notice of Software Deactivation:

If payment is not received in full by **[Insert Deadline Date]**, your access to the [Insert Software Name] license will be deactivated. This will result in the immediate loss of access to the platform, your data, and all associated services.

To avoid deactivation and further collection actions, please submit payment via [Insert Payment Method/Link] immediately.

If you have already sent payment, please disregard this letter and provide proof of payment to [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]