FINAL NOTICE: INTENT TO SUSPEND SOFTWARE LICENSE AND COMMENCE DEBT RECOVERY

Date: [Insert Date]

To: [Contact Name]
Company: [Client Company Name]
Address: [Client Address]

Re: Outstanding Balance for [Software Name] - Account #[Account Number]

Dear [Recipient Name],

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

Due to this continued non-payment, please be advised of the following actions:

- **License Suspension:** Access to the [Software Name] platform and all associated services will be suspended effective [Date of Suspension].
- **Debt Recovery:** If payment is not received by [Final Deadline Date], your account will be transferred to a third-party debt collection agency and/or our legal department.
- **Data Access:** Upon suspension, you will lose access to all data stored within the software. [Optional: Data will be permanently deleted after X days of suspension].

To prevent the immediate interruption of your business operations and further legal action, please remit payment immediately via [Payment Method/Link].

If you believe this is an error or have already sent the payment, please contact our billing department at [Phone Number] or [Email Address] immediately to provide proof of payment.

Sincerely,

[Your Name/Department]
[Your Company Name]
[Your Contact Information]