

Date: [Insert Date]

To:

[Recipient Name/Company Name]

[Address Line 1]

[Address Line 2]

RE: FINAL NOTICE PRIOR TO SOFTWARE LICENSE TERMINATION

Dear [Contact Name],

This letter serves as a final formal demand for payment regarding your overdue balance for the software license: **[Software Name/License ID]**.

Despite previous reminders sent on [Dates of Previous Notices], our records indicate an outstanding balance of **[Amount Due]**, which was originally due on [Original Due Date].

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

- Immediate termination of your software license and access rights.
- Deactivation of all user accounts associated with your organization.
- Permanent deletion of hosted data (if applicable per terms of service).
- Referral of this account to a third-party collection agency.

To prevent the immediate disruption of your operations, please remit payment via [Payment Method/Link] or contact our billing department at [Phone Number/Email] immediately.

If you have already sent payment, please disregard this notice and provide proof of transaction to ensure your service remains active.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Contact Information]