

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT AND NOTICE OF LICENSE CANCELLATION

Dear [Recipient Name],

This letter serves as a formal final demand for payment regarding the following outstanding invoices for [Software Name]:

- Invoice #[001] - Date: [Date] - Amount: \$[0.00]
- Invoice #[002] - Date: [Date] - Amount: \$[0.00]
- **Total Overdue Balance: \$[0.00]**

Despite our previous reminders on [Dates of previous contact], we have not yet received payment. Please be advised that your account is now [Number] days past due.

Notice of Cancellation:

If payment is not received in full by [Deadline Date], your software license will be formally revoked. This will result in:

- Immediate loss of access to the [Software Name] platform.
- Discontinuation of technical support and updates.
- Potential loss of data hosted on our servers.

To avoid the permanent termination of your services and potential legal action, please remit payment immediately via [Payment Method/Link].

If you have already sent payment, please disregard this notice and provide us with a copy of the transaction receipt.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]