

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL OPPORTUNITY TO SETTLE DELINQUENT DEBT

Account Number: [Account Number]

Total Amount Due: \$[Amount]

Dear [Recipient Name],

This letter serves as formal notice regarding your outstanding balance of \$[Amount], which is now significantly past due. Despite previous attempts to contact you, we have not received payment or a proposal for a payment plan.

We are offering you a final opportunity to settle this debt before we escalate this matter. You must take one of the following actions by [Deadline Date]:

- Pay the full balance of \$[Amount].
- Contact us to arrange a formal payment plan.
- [Optional: Offer a settlement amount, e.g., Pay a one-time reduced settlement of \$X].

Failure to respond to this final notice by the date mentioned above will result in the following actions:

- Referral of your account to a third-party collection agency.
- Reporting of this delinquency to national credit bureaus.
- Potential legal action to recover the debt, including court costs and attorney fees.

Please remit payment immediately via [Payment Method] or call our office at [Phone Number] to discuss your account status.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]