

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: FINAL GRACE PERIOD NOTICE - Account #[Account Number]

Dear [Debtor Name],

This letter serves as a final formal notice regarding your outstanding balance of \$[Amount Owed], which was originally due on [Original Due Date].

Despite previous reminders, we have not yet received payment. We would like to resolve this matter amicably; therefore, we are granting you a final grace period of [Number of Days, e.g., 7] days from the date of this letter to clear the balance in full.

Payment Instructions:

Please submit your payment via [Payment Method: Bank Transfer/Online Portal/Check] to the following account:
[Account Details/Payment Link]

If payment is not received by [Deadline Date], we will have no choice but to escalate this matter. This may include transferring your account to a third-party debt collection agency or initiating legal proceedings to recover the debt, including interest and legal costs.

If you have already sent your payment, please disregard this letter. If you are experiencing financial hardship and wish to discuss a payment plan, please contact us immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]