SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

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

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

RE: FINAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO SUE

To [Contact Person Name or Account Manager],

This letter serves as a formal final demand for the payment of the outstanding balance owed by [Debtor Company Name] to [Your Company Name] in the amount of **$[Total Amount Owed]**.

This balance is in relation to the following unpaid invoices:

- Invoice #[Number] - Date: [Date] - Amount: $[Amount]
- Invoice #[Number] - Date: [Date] - Amount: $[Amount]

Despite our previous attempts to resolve this matter through numerous reminders and requests for payment dated [List dates of previous contact], the aforementioned balance remains unpaid and is now [Number] days past due.

Please be advised that this is our final attempt to collect this debt amicably. If full payment is not received or a mutually agreeable payment plan is not established by **[Deadline Date, e.g., 5:00 PM on Friday, Month Day, Year]**, we will have no choice but to initiate formal legal proceedings against [Debtor Company Name] without further notice.

Should we be forced to escalate this matter to litigation, we will seek to recover the full principal amount, applicable late fees, accrued interest, court costs, and reasonable attorney fees as permitted by law and our service agreement.

Payment can be made via [Payment Method: Wire Transfer / Check / Online Portal] as per the instructions attached.

Govern yourselves accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

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