

Date: [Insert Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Account Number: [Insert Account Number]

Total Amount Overdue: [Insert Total Amount]

SUBJECT: FINAL DEMAND FOR PAYMENT - URGENT NOTICE

Dear [Customer Name],

This letter serves as a formal final demand for the payment of your outstanding utility and telecommunication bills. Despite previous notices, our records indicate that your account remains delinquent in the amount of [Insert Amount].

The overdue balance consists of the following:

- Electricity/Water Services: [Insert Amount]
- Internet/Telecommunication Services: [Insert Amount]
- Late Fees/Interest: [Insert Amount]

Please be advised that this is your final opportunity to settle this debt voluntarily. You are required to pay the full amount by [Insert Deadline Date].

Failure to receive payment or a formal payment arrangement by the aforementioned date will result in the following actions:

1. Immediate disconnection of all utility and telecommunication services.
2. Referral of your account to a third-party debt collection agency.
3. Reporting of this default to national credit bureaus, which may impact your credit rating.
4. Commencement of legal proceedings to recover the debt, including any associated legal costs.

Payment can be made via [Insert Payment Methods, e.g., Online Portal, Bank Transfer, or In-Person].

If you have already made this payment, please disregard this letter and provide us with a proof of payment to update our records.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Phone Number]

[Contact Email Address]