

DATE: [Insert Date]

TO:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: FINAL LEGAL NOTICE - DELINQUENT ACCOUNT #[Insert Account Number]

Dear [Customer Name],

This letter serves as a formal and final warning regarding your outstanding balance of \$**[Insert Amount]** for telecommunication services provided by [Company Name].

Despite previous reminders, our records indicate that your account remains severely past due. Please be advised that this is your final opportunity to resolve this debt voluntarily before we initiate formal legal proceedings.

Failure to remit the full payment within **[Insert Number, e.g., 7]** days from the date of this letter will result in the following actions:

- Permanent disconnection of all services.
- Referral of your account to a third-party debt collection agency.
- Reporting of your delinquency to major credit bureaus, which may negatively impact your credit score.
- Legal action to recover the debt, including court costs and applicable legal fees.

To prevent these actions, please make a payment immediately via [Insert Payment Method/Link] or contact our Collections Department at [Insert Phone Number].

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]