

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

[Date]

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

RE: FINAL WARNING - DELINQUENT ACCOUNT # [Account Number]

Dear [Customer Name],

This letter serves as formal notification that your account is now severely delinquent. Despite your previous commitment made on [Date of Promise] to resolve the outstanding balance of \$[Amount Due], we have not received the agreed-upon payment.

Because you have failed to honor your promise to pay, your account has been flagged for immediate escalation. This is our final attempt to resolve this matter before taking further action.

To avoid additional consequences, which may include the suspension of services, reporting to credit bureaus, or the transfer of your file to an external collection agency, you must remit the full balance of \$[Amount Due] by [Deadline Date].

Please make your payment immediately via [Payment Method/Link] or call our billing department at [Phone Number] to confirm your payment has been sent.

We expect your prompt cooperation to resolve this long-overdue debt.

Sincerely,

[Your Name/Department]  
[Your Title]