

Subject: FINAL ULTIMATUM: Overdue Payment for Invoice [Invoice Number]

Dear [Recipient Name],

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

Despite your previous promise to settle this account by [Date of Last Promise], we have yet to receive the funds. Your failure to honor this commitment has left us with no other choice but to escalate this matter.

Please consider this your **final ultimatum**. We require full payment of [Amount Due] to be received no later than [Deadline Date, e.g., 5 business days from today].

If payment is not cleared by the aforementioned date, we will immediately initiate the following actions without further notice:

- Referral of your account to a third-party debt collection agency.
- Commencement of formal legal proceedings to recover the debt, including interest and legal costs.
- Reporting of this delinquency to relevant credit bureaus.

Please remit payment via [Payment Method: Bank Transfer/Online Link/Check].

If you have already sent the payment, please provide proof of transaction immediately to avoid further escalation.

Regards,

[Your Name]

[Your Company Name]

[Your Phone Number]