

[Your Name]
[Your Company Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

RE: FINAL NOTICE - UNPAID INVOICE #[Invoice Number]

Dear [Recipient Name],

This letter is a formal escalation regarding the outstanding balance of \$[Amount] for Invoice #[Invoice Number], which was due on [Original Due Date].

On [Date of Promise], you formally committed to making a payment by [Agreed Upon Date]. We have yet to receive these funds, and our subsequent attempts to contact you via phone and email have gone unanswered.

We have acted in good faith by granting extensions based on your previous assurances. However, the continued lack of communication and failure to honor your promise to pay is no longer acceptable.

Please be advised that we require immediate payment of the full balance by [Final Deadline Date]. Payment can be made via [Payment Method].

If payment is not received or a concrete resolution is not reached by the aforementioned date, we will be forced to escalate this matter further. This may include referring your account to a third-party collection agency or pursuing legal action to recover the debt, including any applicable late fees and interest.

We would prefer to resolve this matter amicably. Please contact us immediately at [Phone Number] to confirm that payment has been sent.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]