

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: FINAL NOTICE - BREACH OF PAYMENT AGREEMENT

Dear [Customer Name],

This letter serves as formal notification that you have failed to honor the payment commitment established on [Date Agreement Was Made] regarding your outstanding balance of \$[Total Amount Owed].

According to our records, the payment of \$[Missed Amount] due on [Due Date] was not received. As a result, your account is now considered in default. We have made several attempts to resolve this matter amicably, but the obligation remains unfulfilled.

Required Action:

To prevent further escalations, the full remaining balance of \$[Total Amount Owed] must be paid no later than [Deadline Date].

Consequences of Non-Payment:

Failure to receive payment by the aforementioned date will result in the following actions:

- Immediate suspension of services/accounts.
- Referral of your account to a third-party collection agency.
- Legal proceedings to recover the debt, including court costs and interest.
- Reporting of the delinquency to major credit bureaus.

Please contact our billing department immediately at [Phone Number] or [Email Address] to confirm your payment or to provide proof of transfer.

We trust you will give this matter your immediate attention to avoid further action.

Sincerely,

[Your Name/Department]
[Title]
[Your Company Name]