

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: FINAL NOTICE: Missed Promised Payment

Dear [Recipient Name],

This letter serves as a final formal notice regarding your outstanding balance of \$[Insert Amount].

On [Insert Date of Promise], you formally committed to making a payment of \$[Insert Promised Amount] by [Insert Deadline Date]. Our records indicate that we have not yet received this payment, and your account remains past due.

We have attempted to contact you on several occasions to resolve this matter amicably. However, as the promised payment was not honored, we can no longer maintain your account in its current status.

Required Action:

Please remit the full amount of \$[Insert Total Due] immediately. Payment must be received no later than [Insert Final Deadline Date] to avoid further action.

Failure to respond to this final notice may result in the following:

- Suspension or termination of services/credit privileges.
- Referral of your account to a third-party collection agency.
- Reporting of this delinquency to credit bureaus.
- Legal proceedings to recover the debt.

If you have already sent your payment, please disregard this notice. If you are experiencing extreme financial hardship, please contact our billing department immediately at [Insert Phone Number] to discuss any final options.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Phone Number]