

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

[Date]

[Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: FINAL NOTICE: Please Remit the Total Balance Upon Receipt of This Letter

Dear [Recipient Name],

This letter serves as a formal request for the immediate payment of your outstanding balance regarding Account #[Account Number].

According to our records, your account is currently past due. The total outstanding balance is \$[Amount]. Despite previous reminders, we have yet to receive the payment for the following invoice(s):

- Invoice #[Number] - [Date] - \$[Amount]
- Invoice #[Number] - [Date] - \$[Amount]

Please remit the total balance of \$[Amount] immediately upon receipt of this letter.

Payment can be made via [Payment Method: e.g., Check, Credit Card, Bank Transfer]. Please send your payment to the address listed at the top of this letter or use our online portal at [URL].

If you have already sent your payment, please disregard this notice. If there is a discrepancy or if you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] to discuss a payment arrangement.

We value your business and look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Title]