

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

[Date]

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

RE: FINAL WARNING - NOTICE OF LAYAWAY CANCELLATION AND DEBT COLLECTION

Dear [Customer Name],

This letter serves as a formal final warning regarding your outstanding balance for Layaway Agreement #[Order Number], initiated on [Date of Agreement].

Despite our previous attempts to contact you on [Date of Previous Contact] and [Date of Previous Contact], your account remains past due. As of today, your total outstanding balance is **[\$Amount Due]**.

Please be advised that if payment is not received in full by **[Deadline Date]**, the following actions will be taken:

- **Layaway Cancellation:** Your layaway agreement will be permanently cancelled.
- **Forfeiture of Funds:** Pursuant to our policy, your deposit and any prior payments totaling \$[Total Paid to Date] will be forfeited as a restocking and administrative fee.
- **Inventory Release:** The items held under this agreement will be returned to store inventory for immediate resale.
- **Debt Collection:** Your account will be referred to a third-party collection agency, which may negatively impact your credit rating.

To prevent these actions, please submit your payment immediately via [Payment Method/Link] or contact our billing department at [Phone Number].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]