

Date: [Insert Date]

To:

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Dispute Closure and Formal Demand for Payment

Dear [Recipient Name],

This letter serves as formal notification that we have completed our investigation regarding the dispute initiated on [Date Dispute was Filed] concerning [Invoice Number/Account Number/Order Number].

After a thorough review of all available documentation and records, we have determined that the dispute is now closed. Our findings indicate that the charges are valid and the services/goods were provided as agreed. Specifically: [Optional: Briefly insert reason for closure, e.g., proof of delivery attached/contractual obligations met].

As the dispute is now resolved in our favor, the outstanding balance is due immediately. Our records show the following amount remains unpaid:

- **Principal Amount:** \$[Amount]
- **Late Fees/Interest:** \$[Amount]
- **Total Balance Due:** \$[Total Amount]

Please remit payment in full by [Insert Date, e.g., 7-10 days from today]. Payment can be made via [Insert Payment Method, e.g., Bank Transfer, Online Portal, Check].

Failure to receive payment by the aforementioned date may result in further action, including the referral of this account to a third-party collection agency or the initiation of legal proceedings to recover the debt, which may impact your credit rating.

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

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]