

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

[Date]

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

RE: FINAL NOTICE - NOTICE OF EXHAUSTED COLLECTION EFFORTS

Account Number: [Account Number]
Total Balance Due: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notification that our internal attempts to collect the outstanding balance on your account have been exhausted. Despite our previous notices and requests for payment dated [List Dates of Previous Letters], your account remains unpaid.

Please be advised that this is your final opportunity to resolve this matter directly with [Your Company Name]. If the full balance of \$[Amount] is not received by [Deadline Date], we will have no choice but to escalate this matter. Such escalation may include, but is not limited to:

- Transferring your account to a third-party professional collection agency.
- Reporting the delinquency to national credit bureaus.
- Consulting with legal counsel to initiate formal litigation.

Please remit payment immediately via [Payment Method/Website] or contact our office at [Phone Number] to discuss a final settlement arrangement.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Title]