

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

[Date]

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

Subject: FINAL NOTICE: Formal Closure of Account #[Account Number]

Dear [Customer Name],

We are writing to formally notify you that your account with [Your Company Name] has been marked for final closure effective [Date].

Our records indicate that this account has been inactive for [Number] months/years and carries an outstanding balance of \$[Amount]. Despite previous attempts to contact you regarding this matter, the balance remains unpaid.

Please be advised of the following actions:

- Access to all services associated with this account has been permanently disabled.
- Your credit profile may be updated to reflect the default status of this account.
- [Optional: This account will be referred to a third-party collection agency if payment is not received by [Date].]

To prevent further action or to discuss any discrepancies, please submit the full payment of \$[Amount] by [Date] via [Payment Method/Portal Link].

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

Sincerely,

[Your Name/Department Name]
[Your Title]
[Your Company Name]