

## FINAL DEMAND NOTICE

Date: [Insert Date]

Account Number: [Insert Account Number]

Property Address: [Insert Service Address]

[Customer Name]

[Customer Mailing Address]

[City, State, Zip Code]

Dear [Customer Name],

This letter serves as a formal final demand for payment regarding your past due utility balance. Our records indicate that your account is currently delinquent in the amount of **\$(Insert Amount)**.

Despite previous notifications, we have not received the necessary payment to bring your account up to date. Please be advised that this is your final notice before further action is taken.

To avoid the disconnection of services and/or the transfer of this debt to a third-party collection agency, you must pay the full balance by **[Insert Due Date]**.

### Payment Options:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- Mail: [Insert Remittance Address]

If you have already made this payment, please disregard this notice. If you are unable to pay the full amount and wish to discuss a payment arrangement, contact our billing department immediately at [Insert Phone Number].

Failure to respond to this demand will result in [Insert Consequence, e.g., service interruption/legal action/credit reporting].

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]