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

[Date]

[Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - Invoice #[Invoice Number]

Dear [Recipient Name],

This letter serves as a formal final demand for the payment of repair services provided on [Date of Service]. Despite previous notices sent on [Dates of Previous Notices], our records show that an outstanding balance of $[Amount Due] remains unpaid.

The invoice was for the following repair work: [Brief Description of Repairs].

Please be advised that this is your final notice. We require full payment of $[Amount Due] by [Deadline Date - e.g., 7 days from today]. Payment can be made via [List Payment Methods, e.g., Check, Bank Transfer, Credit Card].

If payment is not received by the aforementioned date, we will be forced to take further action to recover the debt. This may include referring your account to a collection agency or initiating legal proceedings. Such actions may negatively impact your credit rating and result in additional costs for which you will be held liable.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]