Serious final demand before legal action

Subject: Final Demand â€“ Returned Check

Dear [Customer Name],

Despite prior communications, payment for check number [Check Number] dated [Date] in the amount of [Amount] has not been received.

This letter serves as a final demand for payment. Failure to remit payment within [X] days will result in referral to a collections agency or legal action.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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