

Final notice bill collection letter template

Subject: Final Notice – Payment Required

Dear [Recipient],

This is our final notice regarding the outstanding payment of [Amount] for invoice [Invoice Number].

If the payment is not received by [Final Due Date], we will have no choice but to escalate the matter, which may include additional fees or legal action.

We strongly urge you to settle your account immediately.

Please contact us if you need to discuss a payment arrangement.

Get more templates here: <https://www.lettersandtemplates.com/letters/bill-collection-letter>