

# Collection Letter Template Final Notice

Subject: Final Notice - Collection Letter

Dear [Recipient's Name],

I hope this letter finds you well. As you are aware, we have previously sent you several reminders regarding the outstanding balance on your account with [Your Company Name]. Unfortunately, despite our previous attempts to resolve this matter amicably, we have not received any response or payment from you.

As of the date of this letter, your outstanding balance remains unpaid, amounting to \$[Amount Due]. This overdue amount has been overdue for a period of [Number of Days Overdue] days. We understand that circumstances may arise, but it is crucial to settle this matter promptly to maintain a positive business relationship.

We kindly request that you take immediate action to settle the outstanding balance to avoid further collection efforts. Please submit the payment of \$[Amount Due] no later than [Due Date], which provides you with [Number of Days] days from the date of this letter. Payment should be made by [Accepted Payment Method], and the details for making the payment are provided below:

[Payment Instructions: Specify payment options, such as bank transfer, check, or online payment portal]

If you have already made the payment or if there are any disputes or concerns regarding the outstanding balance, please contact our office immediately at [Your Phone Number] or reply to this email. We are willing to work with you to find a mutually beneficial solution.

However, if we do not receive the payment or hear from you within the specified timeframe, we will be left with no choice but to take further actions to recover the debt owed to us. These actions may include engaging a collection agency or pursuing legal action, which could result in additional costs and potential damage to your credit rating.

We strongly urge you to treat this matter seriously and take the necessary steps to settle the outstanding balance promptly. Your immediate attention to this matter will be greatly appreciated

and will help us avoid any unnecessary escalation.

Thank you for your prompt action in resolving this matter. We value your business and hope to continue our positive relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]