

# Formal Final Collection Letter

Subject: Final Notice – Outstanding Balance Due

Dear [Customer's Name],

This letter serves as the final notice regarding your unpaid balance of [Amount Due] on account [Account Number]. Despite our previous reminders, the payment remains outstanding.

Please be informed that unless payment is received in full by [Final Due Date], we will be compelled to escalate this matter, which may include referring your account to a collections agency or pursuing legal action. This is not our preferred course of action, and we urge you to resolve this promptly.

To avoid further complications, kindly settle the amount immediately. Please contact us if you need payment instructions or if you believe this notice has been sent in error.

Sincerely,

[Your Name]

[Your Position]

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