

## Polite Yet Firm Collection Letter Final Notice

Subject: Urgent Reminder – Final Payment Request

Dear [Customer's Name],

We value your business and always strive to maintain positive relationships. However, your account shows an unpaid balance of [Amount Due], and this is our final reminder to request payment.

Please arrange settlement by [Date]. Failure to do so may result in suspension of services and additional collection measures. We hope you will take this opportunity to clear your account and continue working with us without interruption.

Thank you for your prompt attention to this matter.

Warm regards,

[Your Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/collection-letter-template-final-notice>