

Strict Legal-Tone Collection Letter

Subject: Final Legal Notice – Immediate Payment Required

Dear [Customer's Name],

This is the final legal notice regarding your overdue account. The outstanding balance of [Amount Due] must be paid no later than [Final Due Date]. If we do not receive payment, we will initiate further collection procedures, including possible legal action.

Please consider this letter your final opportunity to resolve the debt voluntarily. Any failure to comply will leave us no choice but to escalate the matter.

Respectfully,

[Your Name]

[Your Company]

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