Business-to-Business Final Collection Letter

Subject: Final Demand for Payment â€“ Account [Number]

Dear [Business Partnerâ€™s Name],

Our records indicate that your companyâ€™s account is overdue in the amount of [Amount Due]. Previous reminders have gone unanswered. This is our final notice requesting full payment by [Final Due Date].

We greatly value our business relationship but cannot allow this matter to continue unresolved. Failure to remit payment will result in collection escalation and may impact future business transactions between us.

We urge you to act immediately to avoid further action.

Regards,

[Your Name]

[Your Position]