

Final Collection Notice Letter

Subject: Final Notice Before Further Action “ Outstanding Payment

Dear [Customer Name],

This letter serves as a final notice regarding your overdue account with [Company Name] in the amount of [Amount], related to Invoice No. [Invoice Number]. Despite our previous reminders, we have not yet received payment.

Please note that failure to pay the outstanding balance within [Number] days from the date of this letter may result in additional fees, collection procedures, or legal action.

We strongly encourage you to settle this matter promptly to avoid further consequences. Payment can be made via [Payment Options].

If you need to discuss this matter, please contact us immediately at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/collection-letter>