Final Demand for Payment Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Final Demand - Immediate Action Required for Invoice #[Invoice Number]

Dear [Customer's Name],

This letter serves as a final demand for the immediate settlement of your outstanding invoice (#[Invoice Number]) for [Amount], which was due on [Due Date]. Despite our previous attempts to communicate, we have not received any response or payment.

Please be advised that if we do not receive payment or a valid explanation for the delay within [Grace Period], we will have no choice but to pursue further actions to recover the debt, which may include legal proceedings.

To avoid such actions, please make the necessary payment using the information provided on the invoice or contact our accounts department immediately at [Accounts Department Phone Number].

We strongly advise you to treat this matter with utmost urgency.

Yours sincerely,

[Your Name]

[Your Title]

[Your Contact Information]