

Strict and urgent letter requesting overdue payment

Subject: Urgent " Final Demand for Payment

Dear [Recipient's Name],

Despite several previous reminders, we regret to note that your account with us remains overdue in the amount of [amount] for Invoice #[number], dated [date]. This letter serves as a final notice demanding payment within [number] days.

Failure to settle this debt by [final deadline] will leave us with no choice but to initiate legal proceedings and report the matter to the relevant authorities or agencies. This is not our preferred course of action, and we strongly urge you to resolve this matter immediately.

We trust you will treat this issue with the seriousness it deserves and make the necessary arrangements without further delay.

Regards,

[Your Name]

[Your Company]

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