*(Date)*

*(Recipient Name)*

*(Name of Company, if different from recipient name)*

*(Street Address)*

*(City, State, Zip)*

*(Recipient Phone Number)*

**FINAL NOTICE**: Delinquent Payment on Invoice # \_\_\_\_\_\_

Dear *(Mr./Ms. Recipient Name)*:

Your account is now seriously delinquent. Payment for Invoice # \_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ was due by \_\_\_\_\_\_\_\_\_\_\_\_\_. To date, no payment has been received.

I have already sent you several letters requesting payment. This is your final notice.

If I do not receive your payment by \_\_\_\_\_\_\_\_\_\_\_\_\_, I will turn your account over to a professional debt collection agency.

To avoid this situation, please send your payment immediately to the address below.

Sincerely,

*(Your Name)*

*(Your Address)*

*(Your Phone Numbers)*