

Final Demand Letter - Suggested Mailing - after 70-75 days past due

August 10, 2023

**Mr. Deadbeat Company Owner
Deadbeat Company
123 No Money Street
Anywhere, TX 54321**

(999) 123-4567

FINAL NOTICE: Delinquent Payment on Invoice # 01-00110

Dear **Mr./Ms. Deadbeat Company Owner,**

Your account is now seriously delinquent. Payment for Invoice # **01-00110** in the amount of **\$xxx.xxx** was due by **07/01/2023 or within 30 days of signing confirmation**. To date, payment has not yet been received.

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

If your payment is not received by **08/25/2023, (15 days from date of this letter)** I will turn your account over to a professional debt collection agency.

Please send your payment immediately to the address below to avoid this and possible future legal action.

Sincerely,

Your Signature

Your Name
Your Address
Your City, State Zip code
Your Telephone Number

Enclosure: (*Attach a copy of the Confirmation/Agreement and a copy of the Invoice referenced above*)

