[Date]

Dear [Mr./Mrs. Name],

Despite our continued efforts to resolve your overdue account, payment has not been made and no action has been taken on your part. In light of this, you are now in serious breach of our original agreement. Previously, we notified you of this overdue payment with letters sent on:

* (MM/DD/YY)
* (MM/DD/YY)

This is your final notice and opportunity to make payment. Unless we have received full payment in the amount of $[XX] by (MM/DD/YY), or an acceptable proposal for payment is made before such time, we will commence with immediate legal action against you. If legal action is necessary, you will be held liable for any attorney fees and legal costs that are incurred. This action will also have an adverse effect on your credit rating.

If you have any questions or wish to discuss this matter, please contact us immediately.

Thank you for your attention.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Name]

[Company Name]

[Phone Number]