April 9, 2021

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: Final DEMAND FOR PAYMENT – CERTIFIED MAIL**

Dear [Contact name],

Despite our earnest efforts to resolve your past due account, payment on this account has still not been made. You are therefore in serious breach of the agreement you accepted when signing up to our services.

We are informing you that this is your final notice and last opportunity to make payment. Unless we have your check for [Amount due] within the next [NUMBER] days, or an acceptable proposal for payment is obtained forthwith, we shall immediately commence legal action against you. If the matter goes that far, you will also be liable for all attorney fees and court costs. Such an action will also adversely affect your credit rating.

If you have any questions or wish to discuss this matter, please call the undersigned immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

This email is intended only for the person to whom it is addressed and/or otherwise authorized personnel. The information contained herein and attached is confidential and the property of [SENDER]. If you are not the intended recipient, please be advised that viewing this message and any attachments, as well as copying, forwarding, printing, and disseminating any information related to this email is prohibited, and that you should not take any action based on the content of this email and/or its attachments. If you received this message in error, please contact the sender and destroy all copies of this email and any attachment. Please note that the views and opinions expressed herein are solely those of the author and do not necessarily reflect those of the company. While antivirus protection tools have been employed, you should check this email and attachments for the presence of viruses. No warranties or assurances are made in relation to the safety and content of this email and attachments. [SENDER] accepts no liability for any damage caused by any virus transmitted by or contained in this email and attachments. No liability is accepted for any consequences arising from this email.