

FINAL NOTICE - COLLECTION LETTER

Sender: _____
Address: _____
Phone: _____

Recipient: _____
Address: _____

Account Details:

Account Number: _____
Invoice Number(s): _____
Outstanding Balance (USD): _____ USD

This letter constitutes a FINAL NOTICE regarding your outstanding balance with our company. Despite previous communications, the balance referenced above remains unpaid. Immediate payment is required to avoid further actions.

Outstanding Balance and Payment Request

Please remit payment of the full outstanding balance indicated above immediately. Failure to do so may result in additional charges, including late fees, interest, and collection costs.

Payment Methods Accepted

Payments can be made via check, wire transfer, credit card, or any other mutually agreed method. Please refer to your invoice for detailed payment instructions.

Consequences of Non-Payment

If payment is not received within the period specified in this letter, we reserve the right to commence legal proceedings to recover the debt without further notice. This may include referral to a collection agency, which may affect your credit rating.

Dispute Resolution

If you believe this balance to be in error, please provide a written explanation and any supporting documentation within seven (7) days from receipt of this notice. Failure to do so will be interpreted as acceptance of the debt.

Legal Compliance and Jurisdiction

This notice and any subsequent legal actions shall be governed by and construed in accordance with United States federal and state laws applicable to debt collection. Venue for any disputes shall lie exclusively in the jurisdiction where the debt was incurred or where the debtor resides.

Contact Information

For any questions regarding this notice or to arrange payment, please contact our collections department immediately using the contact information provided above.

We urge you to treat this matter with the utmost urgency to avoid escalation. This is your FINAL NOTICE. Thank you for your prompt attention to this important matter.

Authorized Signature

Signature: _____
Name: _____
Title: _____
Date: _____

Recipient's Signature

Signature: _____
Name: _____
Title: _____
Date: _____

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