[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Final Collection Letter**

Dear Mr. / Mrs. [Name of the Recipient],

This final letter is to inform you that your account with our company is now seriously delinquent. We are continuously trying to reach you via letters, emails, and calls but received no response from your side yet. The details of the outstanding amount are given below:

Invoice Number:

Invoice Date:

Invoice Amount:

Invoice Description:

The above-mentioned invoice is now [mention Number of Days] days past due. This is the final payment reminder to clear your outstanding dues in full. If we still don’t hear from you within the next [mention Number of Days] we will hand over your account to the [mention Name of the Collection Agency]. If we still don’t hear from you after that, we will then take steps for legal proceedings too.

I hope that will now take this matter into serious consideration and clear your outstanding dues at the earliest possible. You can also make payments through a debit or credit card. If you send us an email, we will send you a payment link to make your payment. You can also transfer the amount online into our bank account.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]