

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

**Subject: FINAL DEMAND FOR REPAYMENT OF OVERPAYMENT**

Dear [Recipient's Name],

This letter serves as a formal final demand for the repayment of an overpayment made to you in the amount of \$[Amount].

Despite our previous notices dated [Date of First Notice] and [Date of Second Notice], we have not yet received the outstanding balance or a formal proposal for a repayment plan. The overpayment occurred on [Date of Overpayment] due to [Brief Reason, e.g., payroll error/duplicate invoice].

Please be advised that this is your final opportunity to resolve this matter amicably. We require full payment of **\$(Amount)** to be received no later than [Deadline Date, e.g., 7 days from today].

Payment can be made via the following method(s):  
[Insert Payment Instructions, e.g., Bank Transfer Details/Check Instructions]

Failure to remit payment or contact us by the deadline stated above will result in this matter being referred to [a collection agency / our legal department] for further action. This may include legal proceedings to recover the debt, which could result in additional costs and interest charges for which you may be liable.

If you have already sent the payment, please disregard this letter.

Yours sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title/Department]